National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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webTA 5.0 Employee

PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 5.0 Employee

Table of Contents

Latest Update Information

Section	Description of Change
webTA 5.0 Employee	This is the first issuance of the webTA 5.0 Employee procedure manual.

Accessibility for Users of Assistive Technology with webTA

The National Finance Center (NFC) is committed to providing applications that comply with Federal accessibility laws and standards.

Navigation within Frames

Online help utilizes embedded frames. To navigate between embedded frames:

1. Select ***Help***. The browser opens. By default, the focus is in the content pane.
2. Press the **Tab** key to move the focus to the Related Topics (if any).
3. Press the **Enter** key to open a related topic link.

   OR

   Press the **Tab** key to move the focus to the Table of Contents.
4. Press the **Enter** key to open a different help topic link.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, press the **Tab** key.
- To move backward from link to link or to interactive elements, press the **Shift** + **Tab** keys.
- To select hyperlinks, press the **Enter** key.
- To select buttons, press the **Enter** key.
- To navigate and select radio buttons, press the **up** and **down arrow** keys.
- To select and deselect check boxes, press the **spacebar**.
- To navigate and select dates from the Calendar picker, use the following options:
  - To move to the day to the left, press **Control (Ctrl)** + **left arrow**.
  - To move to the day to the right, press **Ctrl** + **right arrow**.
  - To move to the row above, press **Ctrl** + **up arrow**.
  - To move to the row below, press **Ctrl** + **down arrow**.
  - To change the month, press the **page up** or **page down** key.
- To navigate and select options from combination boxes, use the following options:
  - To view all options, press the **spacebar**.
  - To move through options, press the **up** and **down arrow** keys.

    - To select an option, press the **Enter** key.
- To navigate and select options from a selection box, press the **up** and **down arrow** keys.
- To navigate and select options from the Role selection box, use the following options:
    - To view all options, press the **Enter** key.
    - To move through the options, press the **Tab** key.
    - To select an option, press the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
    - To move through the options, press the **up** and **down arrow** keys.
    - To select an option, press the **Enter** key.
    - To clear current options, press the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, press **Shift** + **R**.
- To display and place the focus on Skip Link, press **Alt** + **P**.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should contact the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**) or via the customer service portal. When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the **Save** button.
References to email addresses are indicated in italics.	For additional assistance, send email to *jane.doe@usda.gov*.
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select ***File > Print***.
References to system messages are indicated by Courier New font and are italicized.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are **None**, **End**, or **Start**.
References to actual data are indicated by Courier New font.	Enter 10 into the field.
References to telephone numbers are indicated in bold.	For assistance, call **1-800-555-1212**.

Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.

Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee’s timesheet if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select transaction and accounting codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.

- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

Related Systems and Applications

webTA information is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

Bi-Weekly Examination Analysis and Reporting System (BEAR). BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information. EPP is available on the Application Launchpad of the NFC Home page.

EmpowHR. EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices. EmpowHR is available on the Application Launchpad of the NFC Home page.

Financial Management Modernization Initiative (FMMI). FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes. FMMI is available on the Application Launchpad of the NFC Home page.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions. Insight is available on the Application Launchpad of the NFC Home page.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Computation System (PAYE). PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input and Edit System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.

Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies' report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application offering Administrative, Financial, Personnel, Workforce, and Security reports. RPCT is available on the Application Launchpad of the NFC Home page.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the information is updated on the database for subsequent payment processing.

Time Inquiry - Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave information that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the

NFC Home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.

Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

To Log In Using a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).
2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

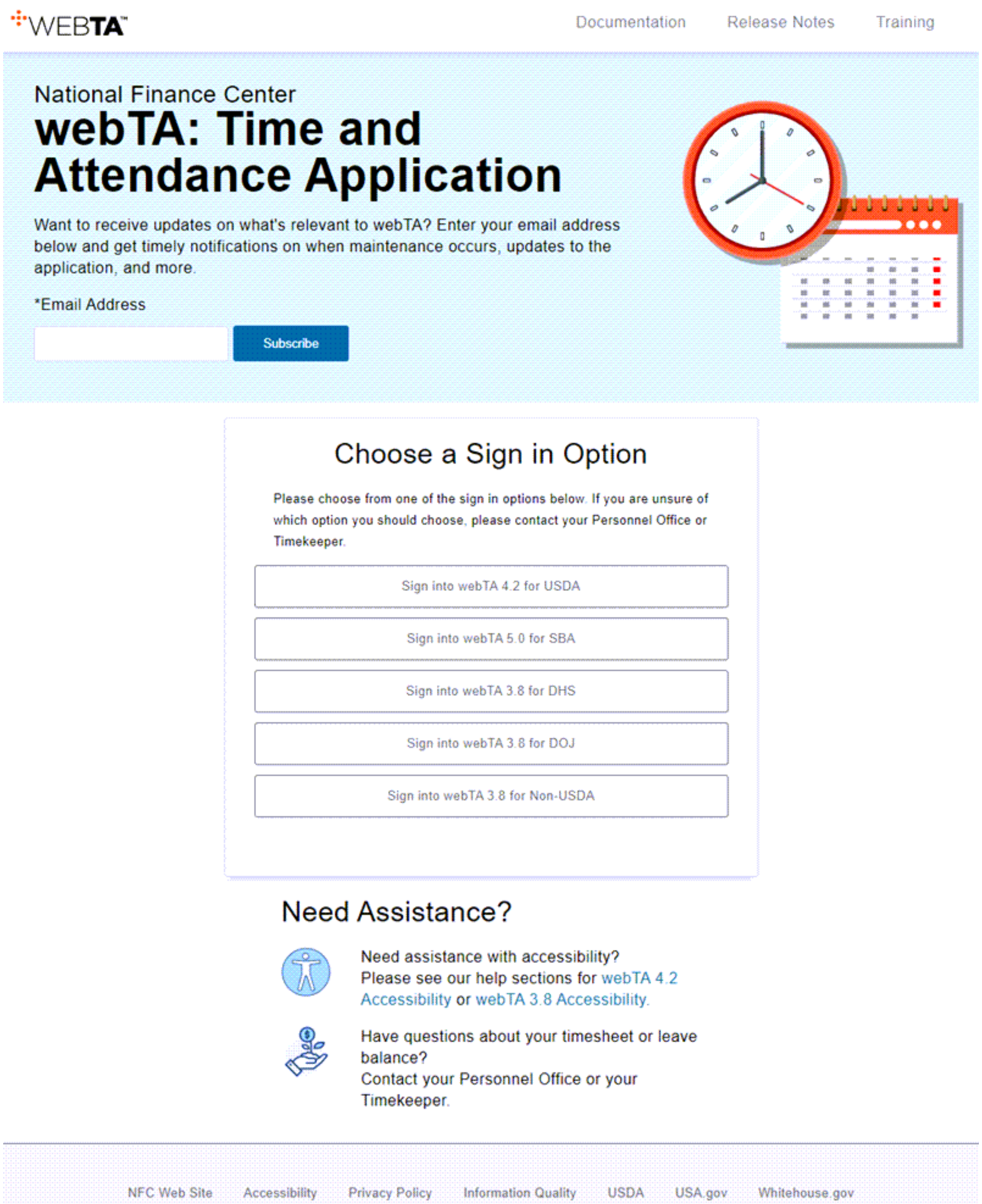


Figure 1: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

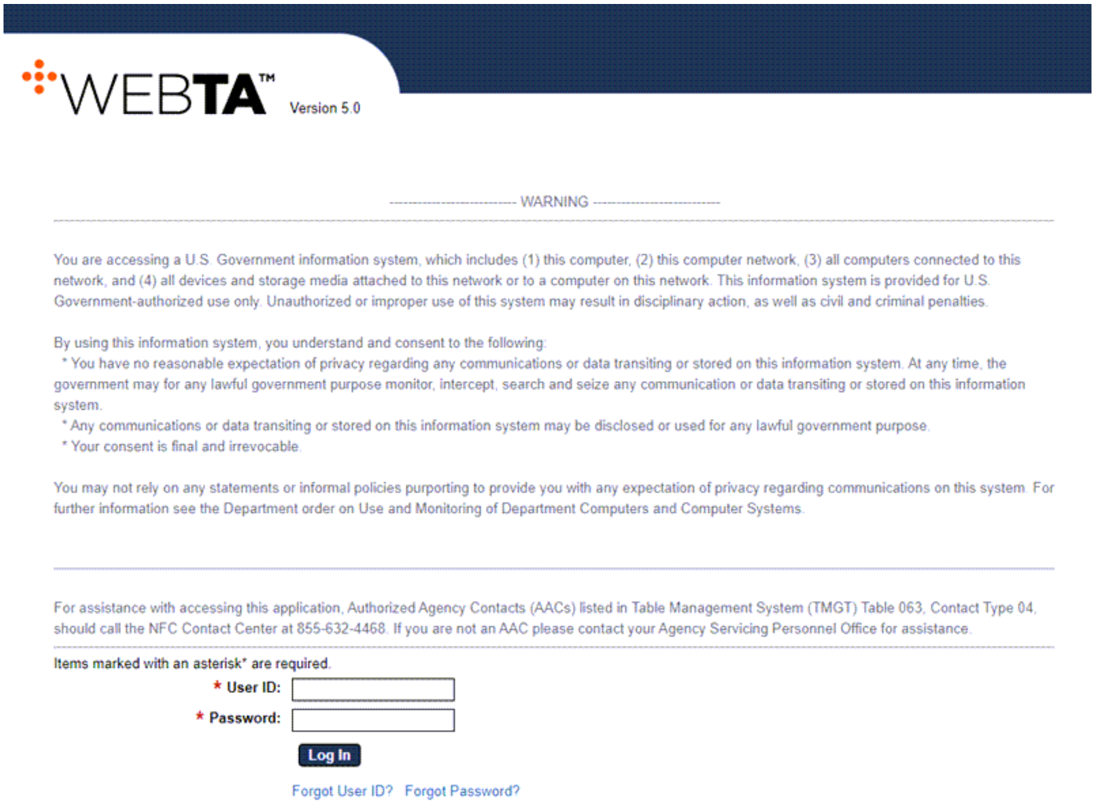


Figure 2: webTA Log In Page

5. Complete the following fields:

   User ID (see "***User ID Field Instruction - webTA***" on page 143)

   Password (see "***Password Field Instruction - webTA***" on page 135)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication With PIV/CAC:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

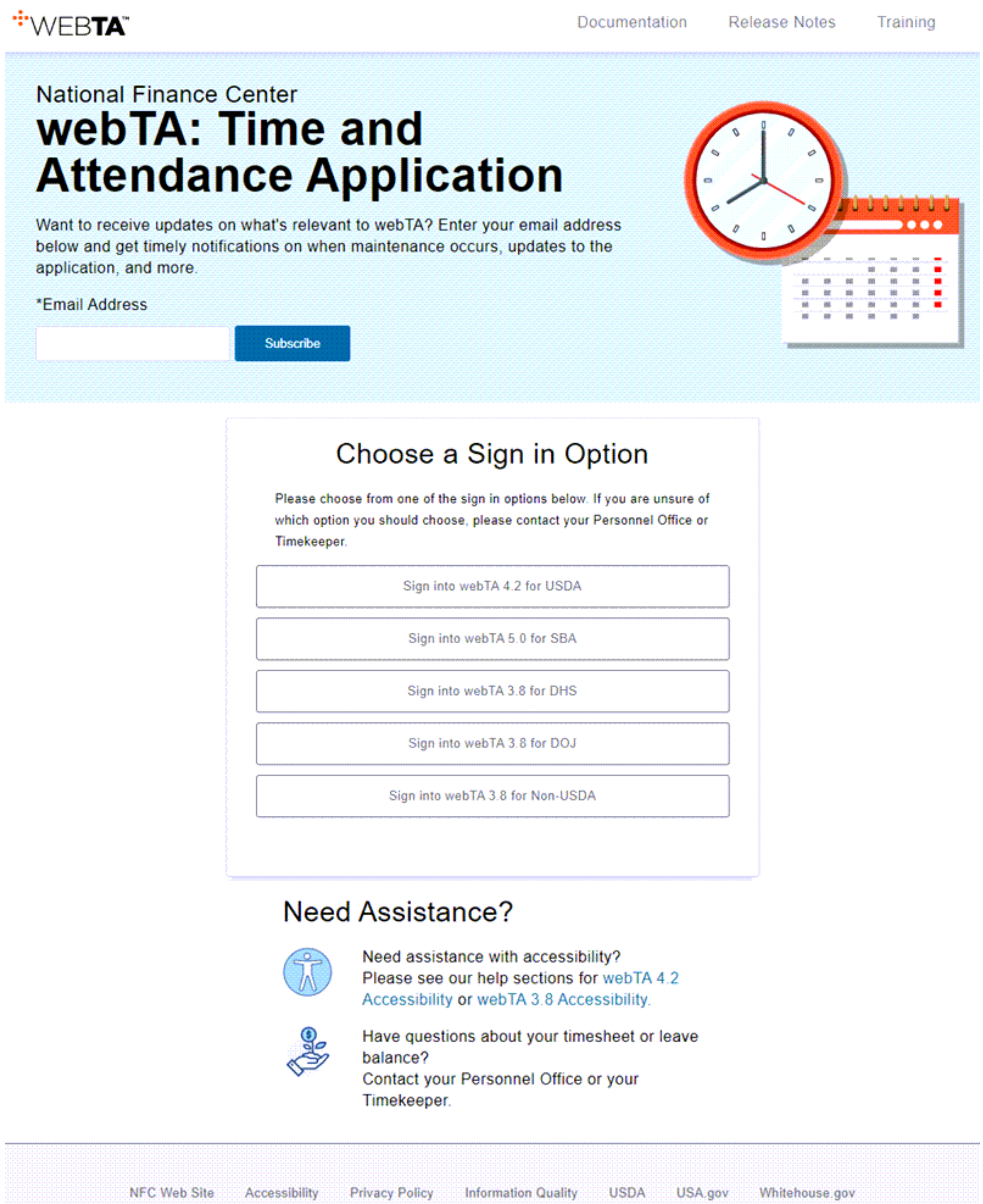


Figure 3: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

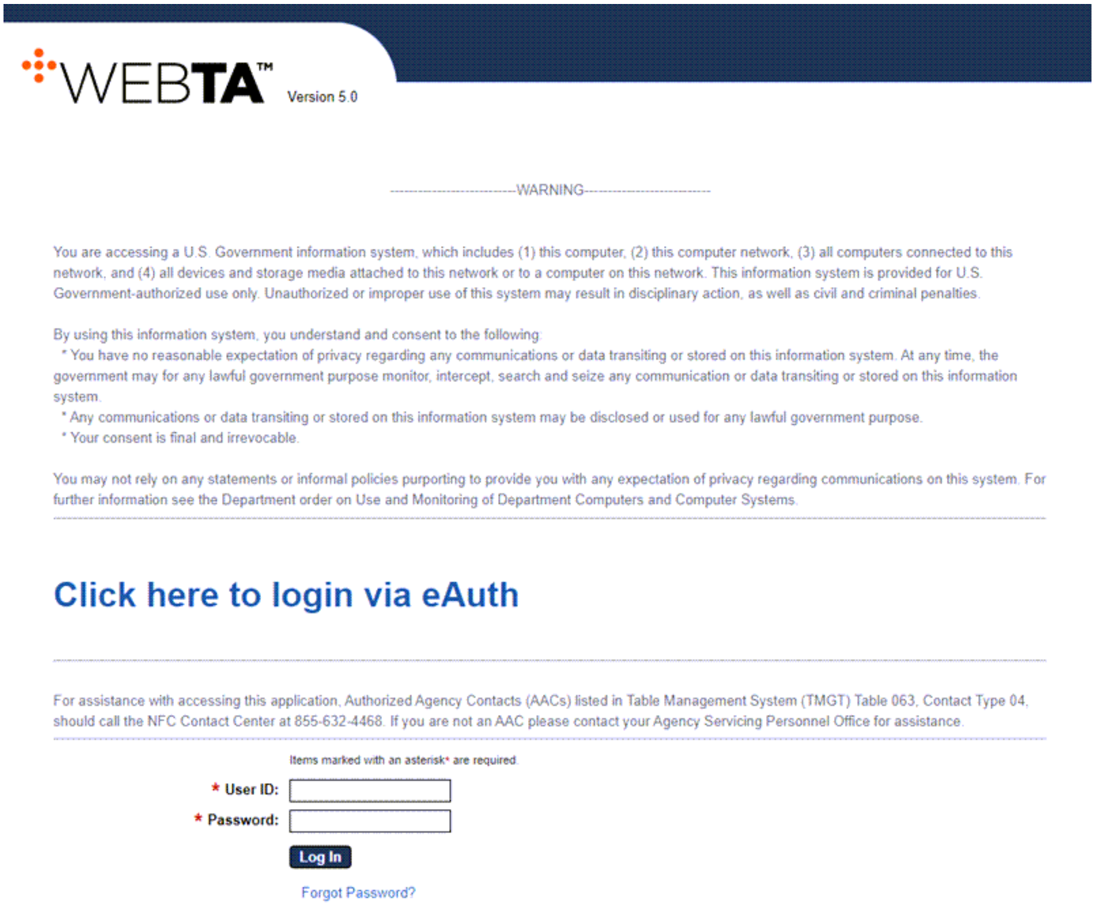


Figure 4: eAuthentication Log In Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

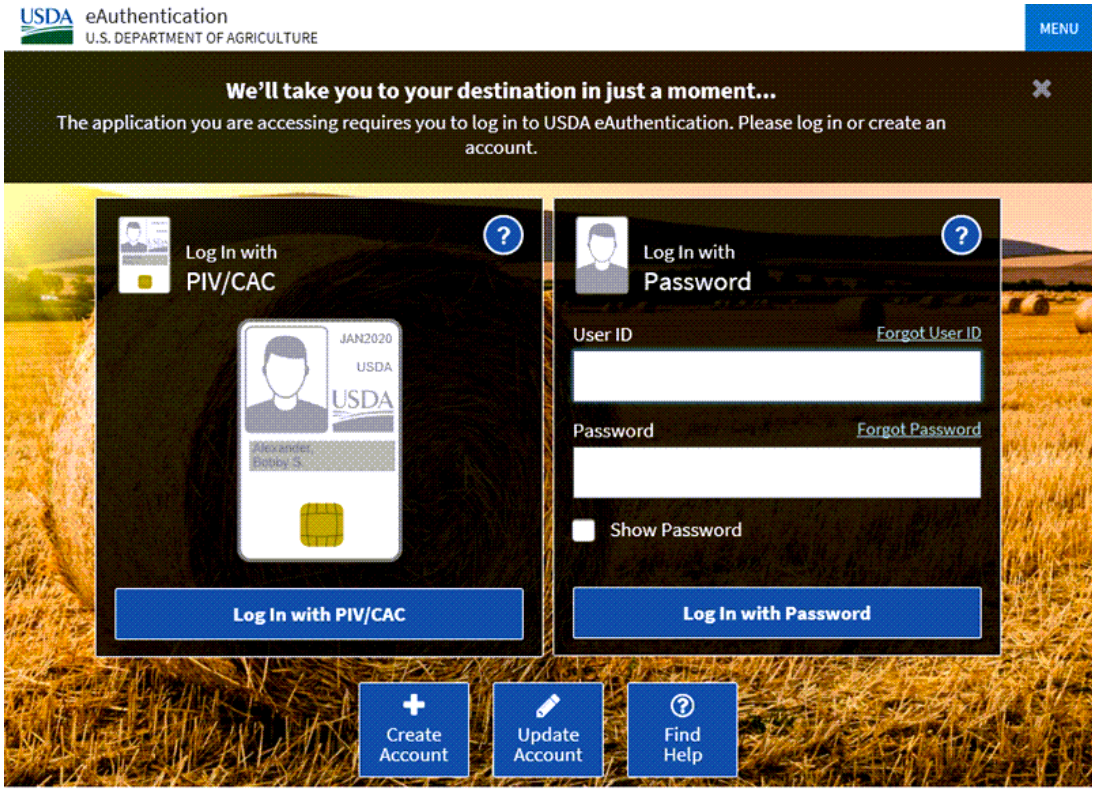


Figure 5: eAuthentication Log In Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

6. Select the **Log In with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.

7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the ***More choices*** option, select the correct credentials, then select the **OK** button.

8. Enter your PIN.

9. Select the **OK** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication With a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** tab. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

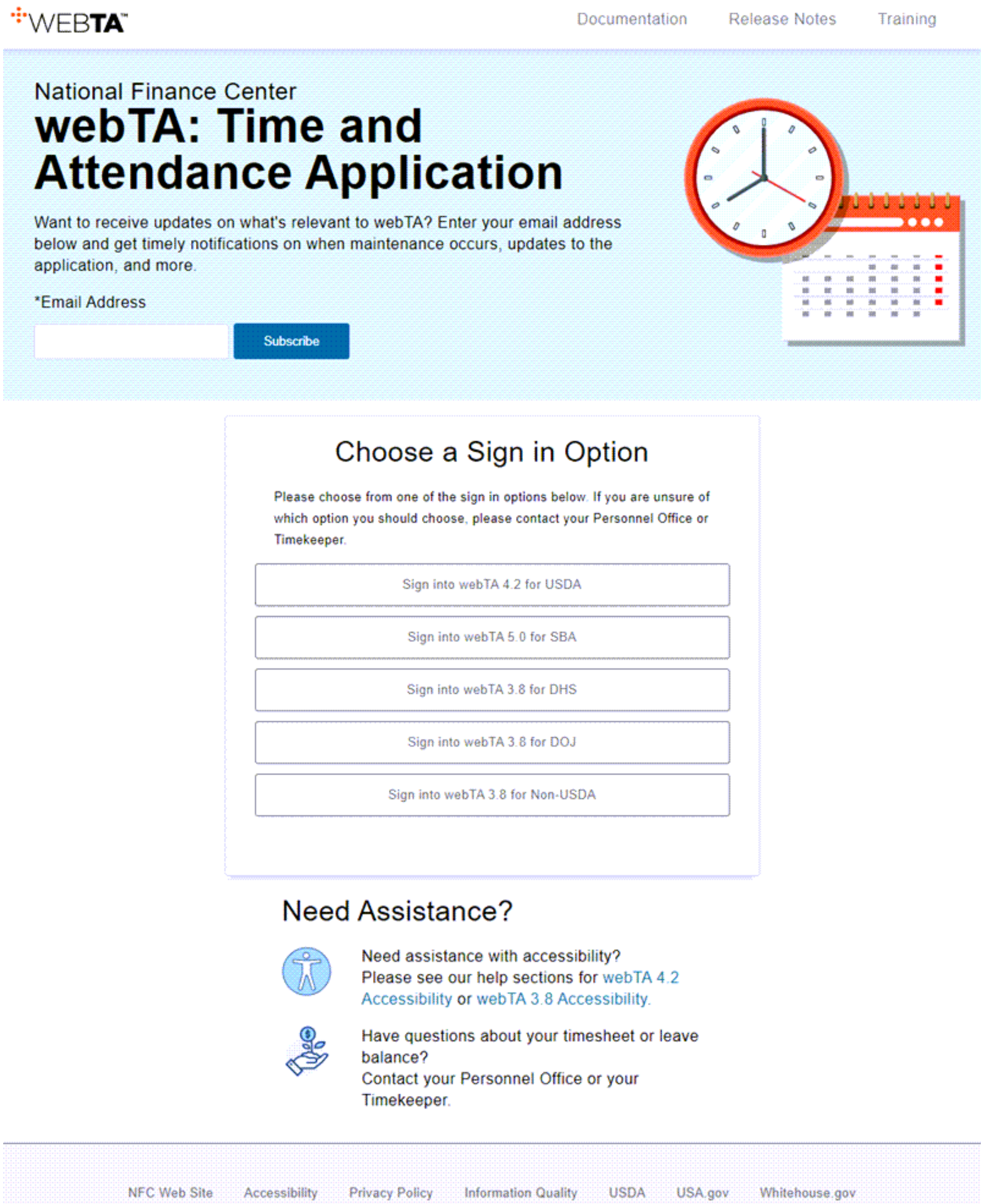


Figure 6: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

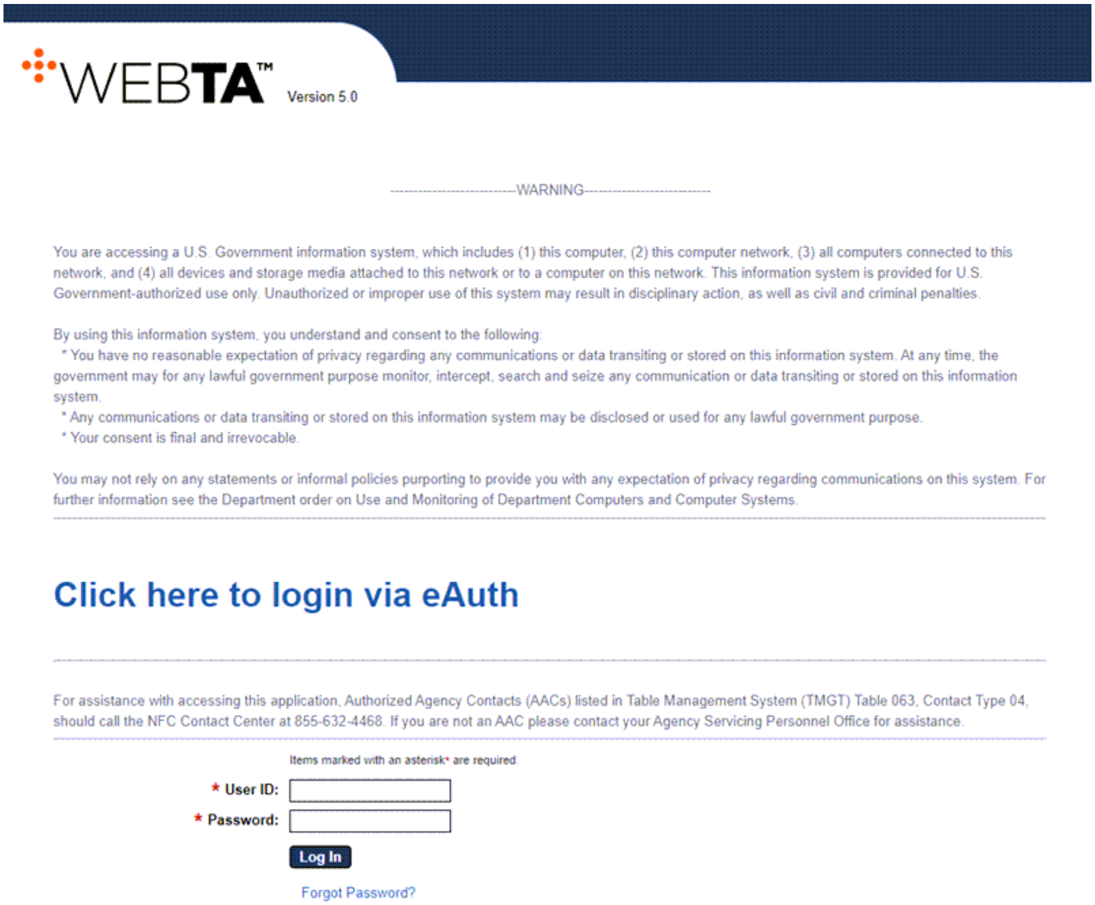


Figure 7: eAuthentication Log In Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

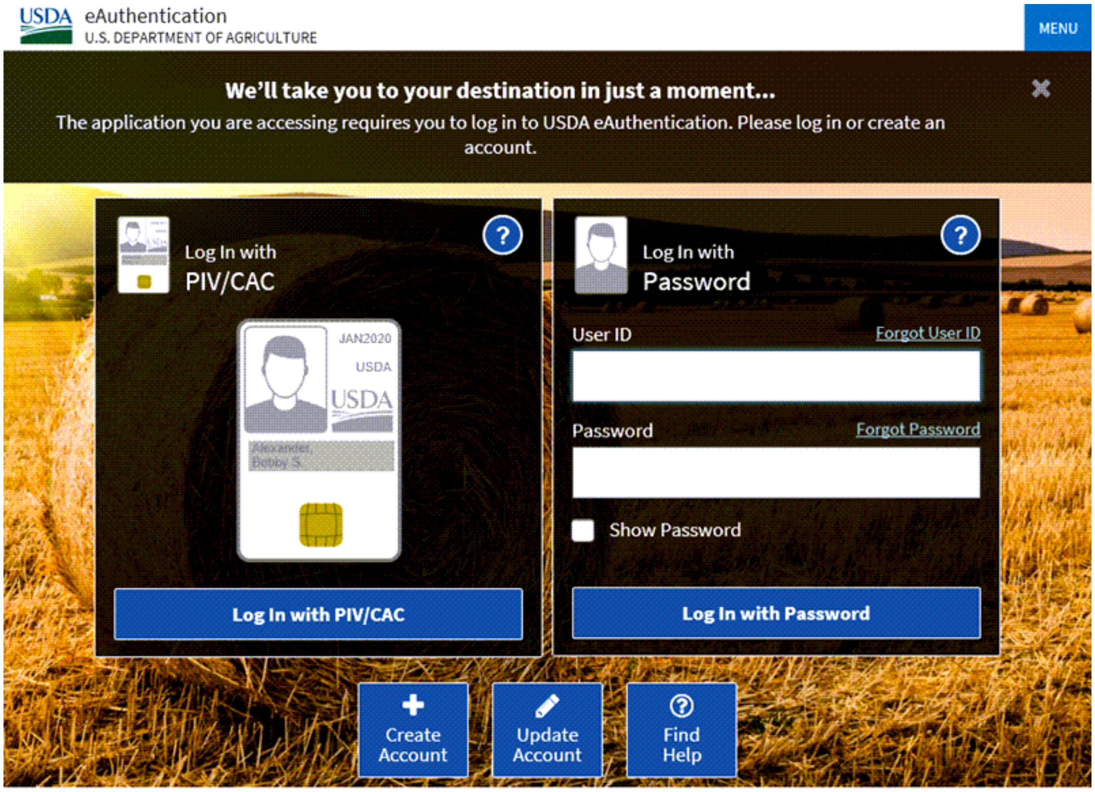


Figure 8: eAuthentication Log In Page

6. Complete the following Log In with Password fields:

   User ID (see "***User ID Field Instruction***" on page 143)

   Password (see "***Password Field Instruction***" on page 135)

7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

Logging Out

To exit webTA, select the **Log Out** link from any page.

Inbox

Inbox is available on the Employee Main Menu to read system-generated messages, as well as messages from timekeepers and supervisors. The number of unread messages in the Inbox is displayed in parentheses.

The ***Send Message To Timekeeper*** and the ***Send Message To Supervisor*** options are used by the employee to send messages. For more information on these options, see ***Sending Messages*** (on page 49).

Note: Employees are encouraged to check their Inbox regularly.

To View Messages in the Inbox:

1. Select the ***Inbox*** link on the Employee Main Menu page. The Inbox - Messages page is displayed.

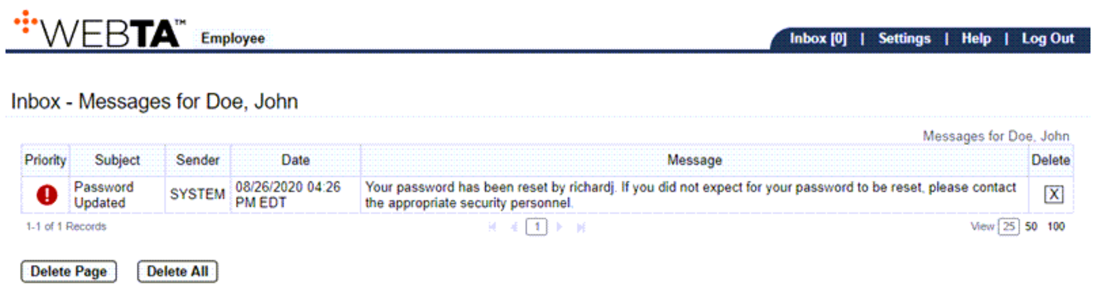


Figure 9: Inbox - Messages Page

2. View the message(s) on the page.

Note: Messages marked with an exclamation point (!) indicate a high-priority message.

At this point, the following options are available:

Step	Description
Select the **X** in the Delete column	Deletes the individual message
Select the **Delete Page** button	Deletes the entire page of messages
Select the **Delete All** button	Delete all messages in the Inbox
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Ou***t	Logs you out of webTA

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.

Note: Sorting a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the header of the column to enable the arrow.

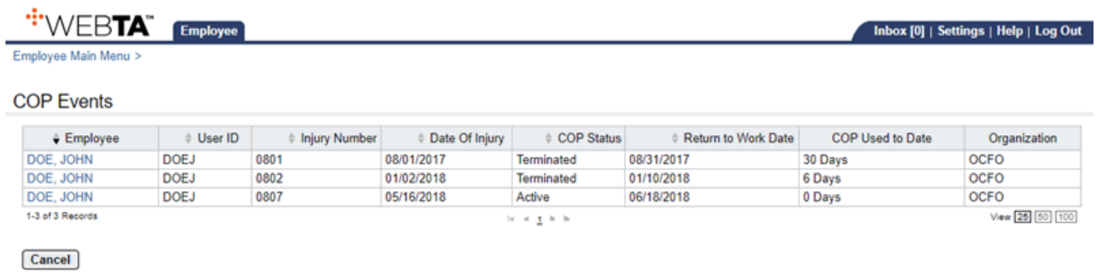


Figure 10: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

OR

Select the arrow to point up to sort the list in ascending order.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also a print feature available.

To Access Help:

1. Select the ***Help*** link on any page in webTA. A Help page is displayed.

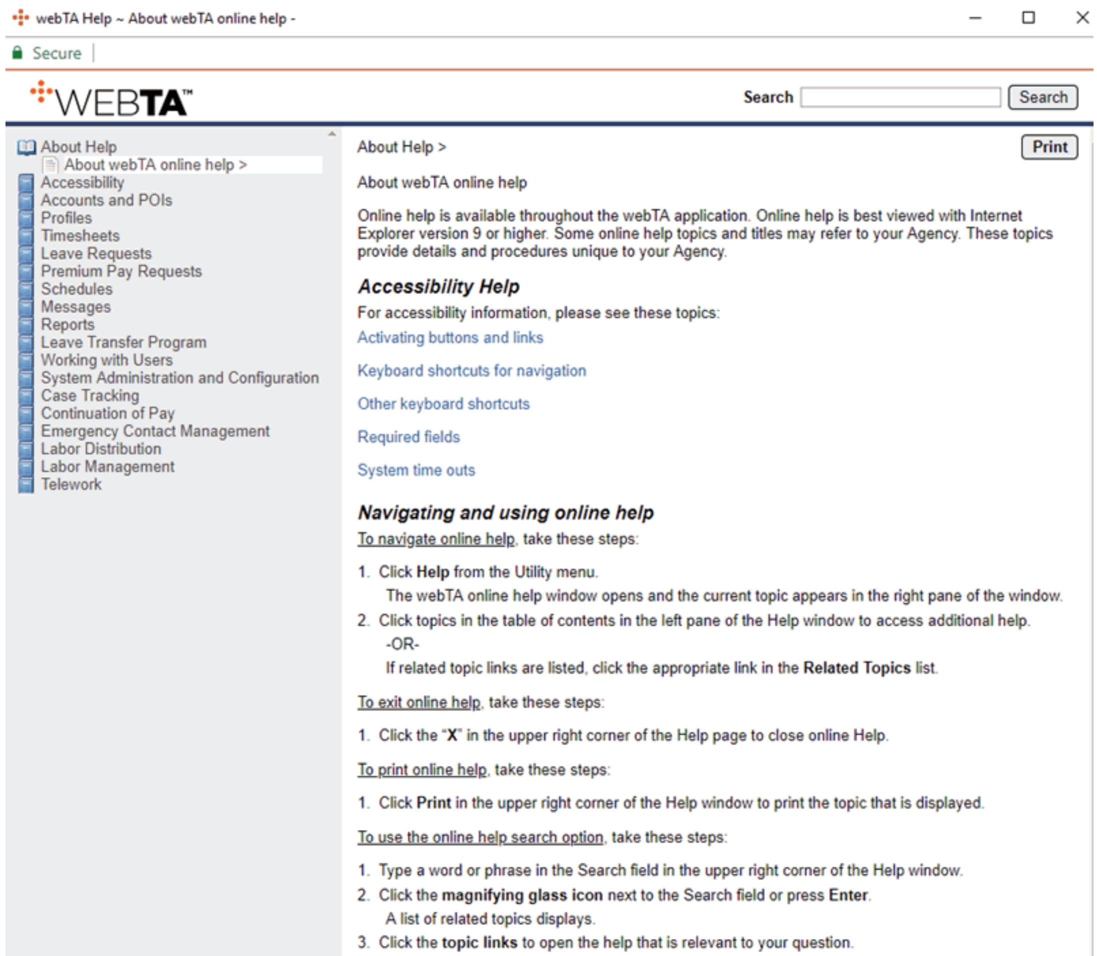


Figure 11: Example of a Help Page

2. Select the applicable topic from the sidebar menu.

   OR

   Enter search criteria in the Search field and select the **Search** button.

   At this point, you may select the **X** to close the Help page and return to the previous page.

Employee

Using webTA, an employee can:

- Enter timesheet data.
- View a summary of current pay period timesheet information.
- Submit leave and premium pay requests.
- Submit a telework agreement.
- Submit intermittent (situational) telework requests.
- View continuation of pay (COP) events.
- View certified timesheets.
- Select accounting codes.
- Assign descriptions to accounting codes.
- Generate leave audit reports.
- Send messages to supervisors and/or timekeepers.
- Maintain schedules.
- Manage emergency contact information.
- Donate leave.

All employee functions are accessed from the Employee Main Menu, which is displayed upon logging into webTA.

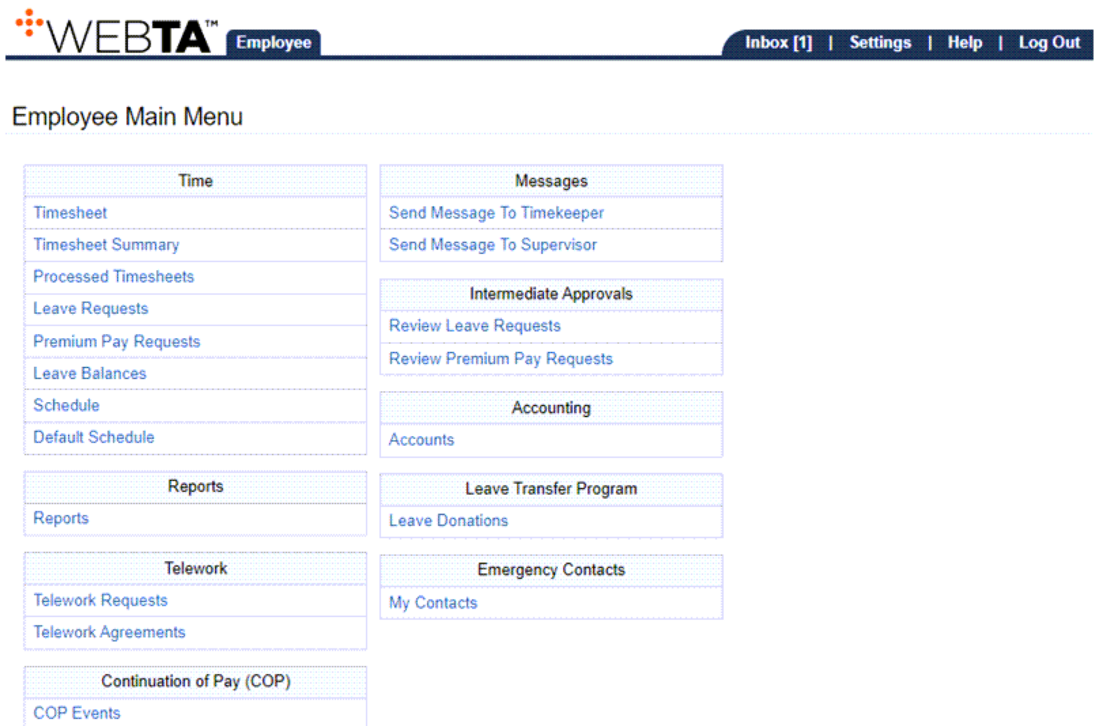


Figure 12: Employee Main Menu Page

Settings

The Settings link opens the Employee Profile page and a sidebar menu of other options. For more information on your employee profile, see ***Employee Profile*** (on page 29).

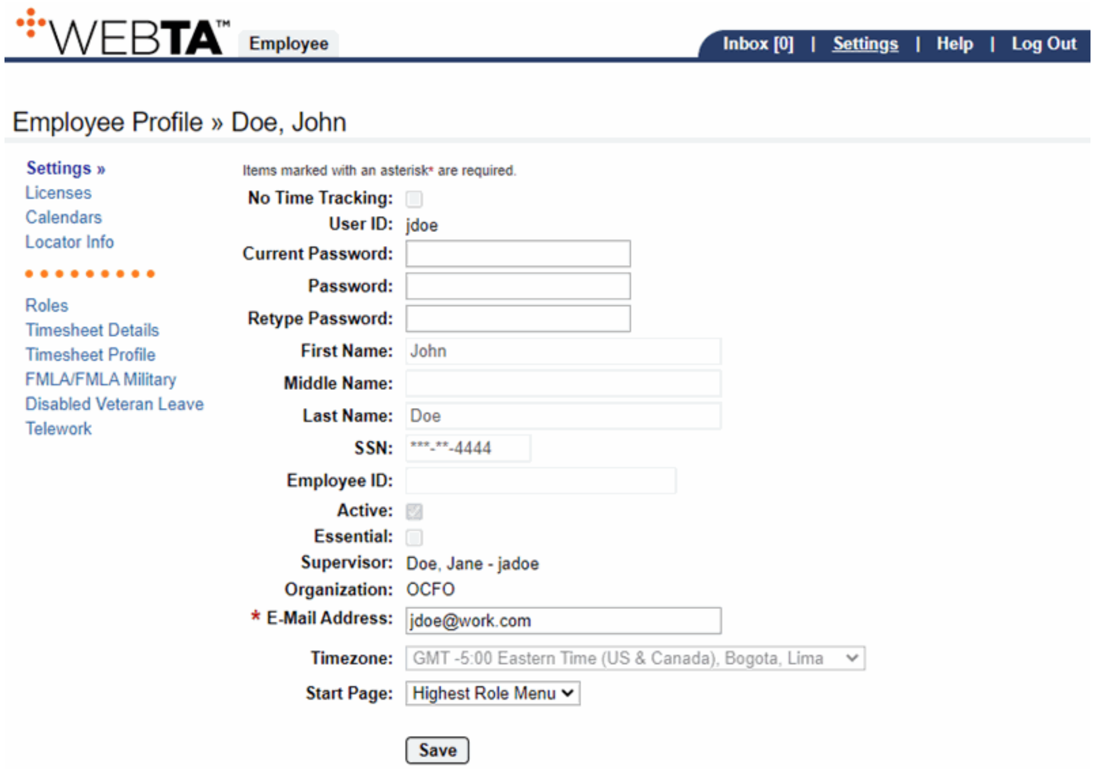


Figure 13: Employee Profile Page

Other pages that are available from the Employee Profile page include:

- Licenses — Displays which webTA licenses the employee is authorized to use. For more information, see ***Licenses*** (on page 30).
- Calendars — Displays which calendar(s) are assigned to the employee. For more information, see ***Calendars*** (on page 32).
- Locator Info — Displays contact work information for employees. For more information, see ***Locator Info*** (on page 34).
- Manage Roles — Displays the employee's assigned roles. For more information, see ***Roles*** (on page 36).
- Timesheet Details — Displays the employee's Timesheet Details. For more information, see ***Timesheet Details*** (on page 38).
- Timesheet Profile — Displays the employee's Timesheet Profile. For more information, see ***Timesheet Profile*** (on page 41).

- FMLA/FMLA Military — Displays the employee's Family and Medical Leave Act (FMLA)/FMLA Military information, if applicable. For more information, see ***FMLA/FMLA Military*** (on page 43).
- Disabled Veteran Leave — Displays the employee's Disabled Veteran Leave information, if applicable. For more information, see ***Disabled Veteran Leave*** (on page 45).
- Telework — Displays the employee's telework status. For more information, see ***Telework*** (on page 47).

For more information see:

Employee Profile

The Employee Profile page contains the employee's personal information. While most fields on this page are updated by PPS feeds, some may be updated by timekeepers and master timekeepers.

To view your Employee Profile page, select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

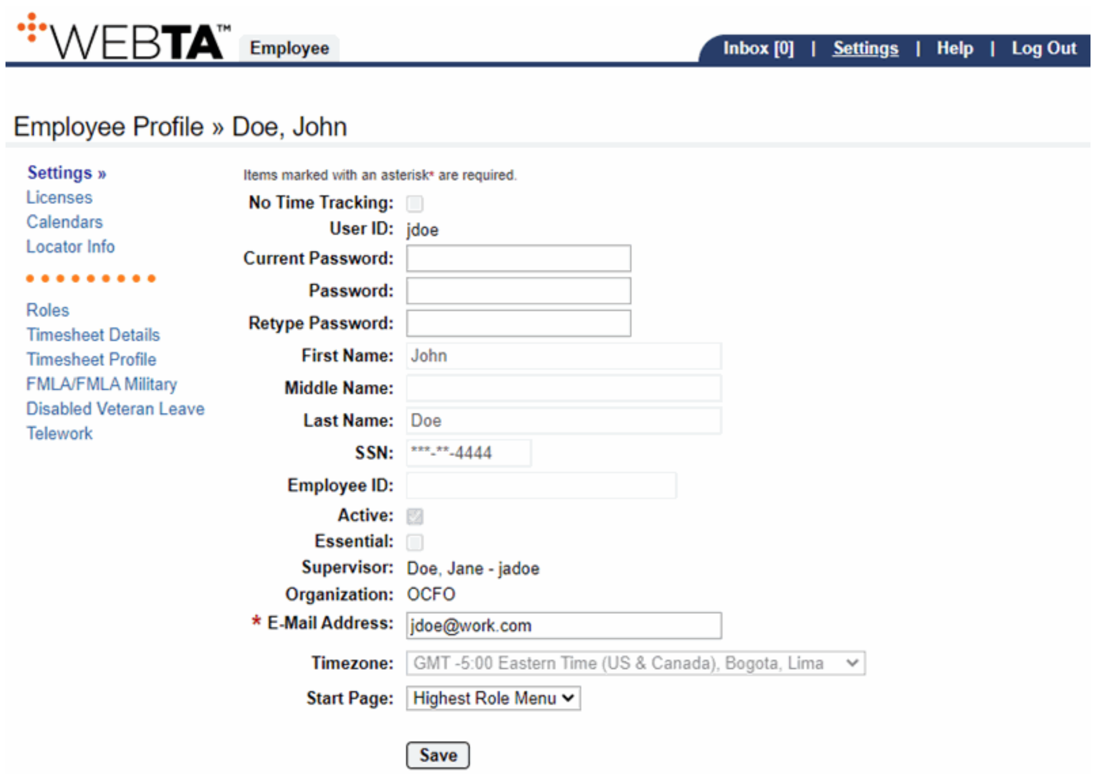


Figure 14: Employee Profile Page

The following fields are displayed:

No Time Tracking (see "***No Time Tracking Field Instruction***" on page 134)

User ID (see "***User ID Field Description***" on page 143)

First Name (see "***First Name Field Description***" on page 133)

Middle Name (see "***Middle Name Field Description***" on page 134)

Last Name (see "***Last Name Field Description***" on page 133)

SSN (see "***SSN Field Description***" on page 138)

Employee ID (see "***Employee ID Field Description***" on page 131)

Active (see "***Active Field Description***" on page 128)

Supervisor (see "***Supervisor Field Description***" on page 141)

Organization (see "***Organization Field Description (Required)***" on page 135)

E-Mail Address (see "***E-Mail Address Field Description***" on page 131)

Timezone (see "***Timezone Field Instruction***" on page 142)

Start Page (see "***Start Page Field Instruction***" on page 139)

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Licenses

The Licenses page is read-only and displays which webTA licenses the employee may use. The licenses approved for use will determine the employee's main menu options.

To View the Licenses Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

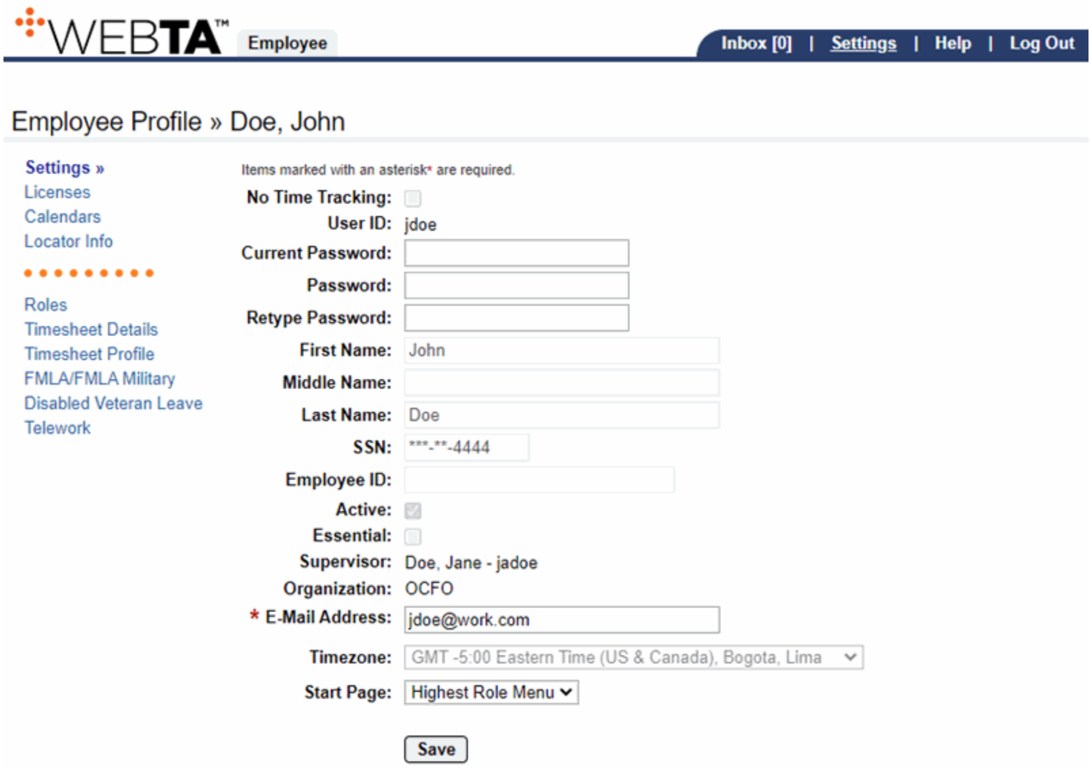


Figure 15: Employee Profile Page

2. Select the ***Licenses*** link from the sidebar menu. The Licenses page is displayed.

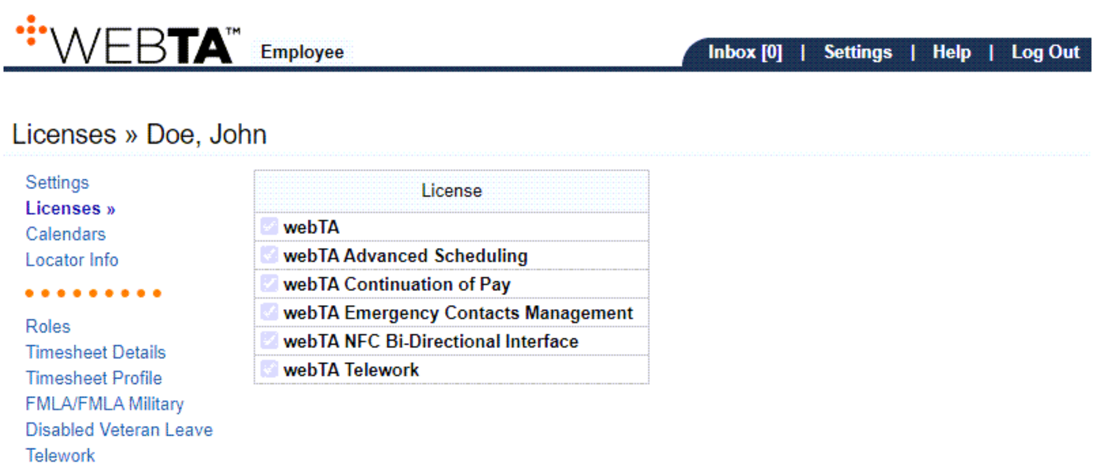


Figure 16: Licenses Page

The following fields are displayed:

webTA (see "***webTA Field Description***" on page 144)

webTA Advanced Scheduling (see "***webTA Advanced Scheduling Field Description***" on page 143)

webTA Continuation of Pay (see "***webTA Continuation of Pay Field Description***" on page 143)

webTA Emergency Contacts Management (see "***webTA Emergency Contacts Management Field Description***" on page 144)

webTA NFC Bi-Directional Interface (see "***webTA NFC Bi-Directional Interface Field Description***" on page 144)

webTA Telework (see "***webTA Telework Field Description***" on page 144)

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Calendars

The Calendars page is read-only and displays holiday calendars assigned to the employee. If selected, these holidays are automatically populated to the employee's timesheet.

To View the Calendars Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

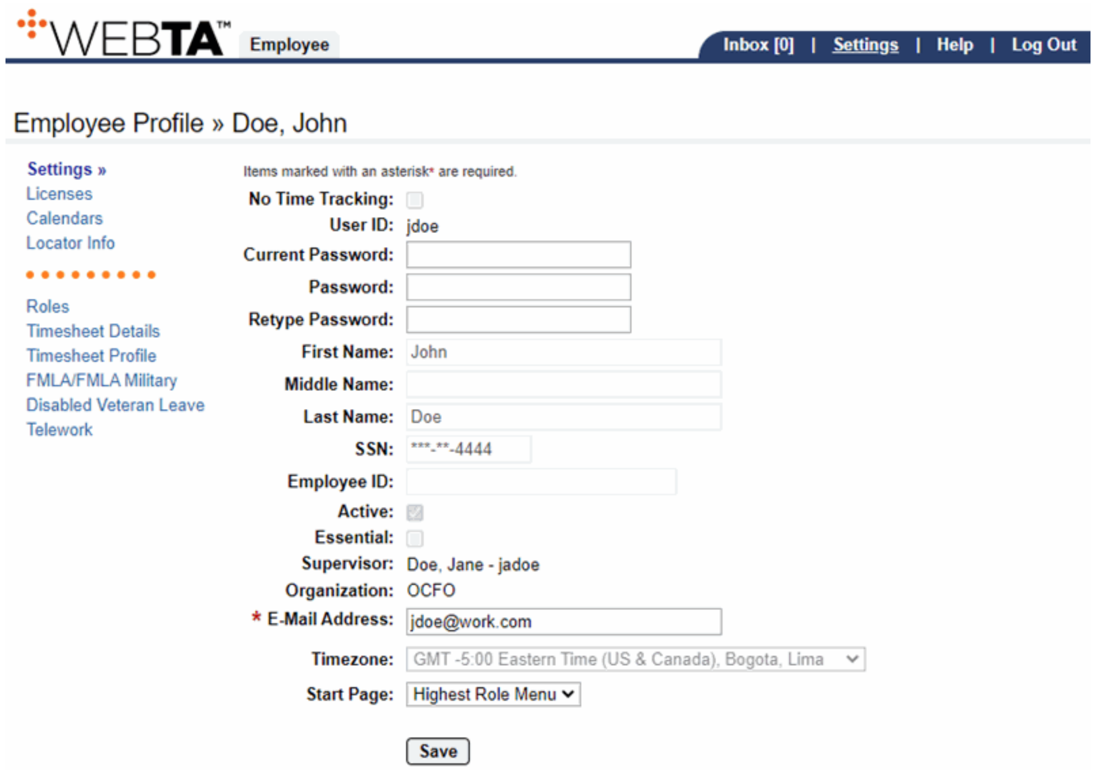


Figure 17: Employee Profile Page

2. Select the ***Calendars*** link from the sidebar menu. The Calendars page is displayed.

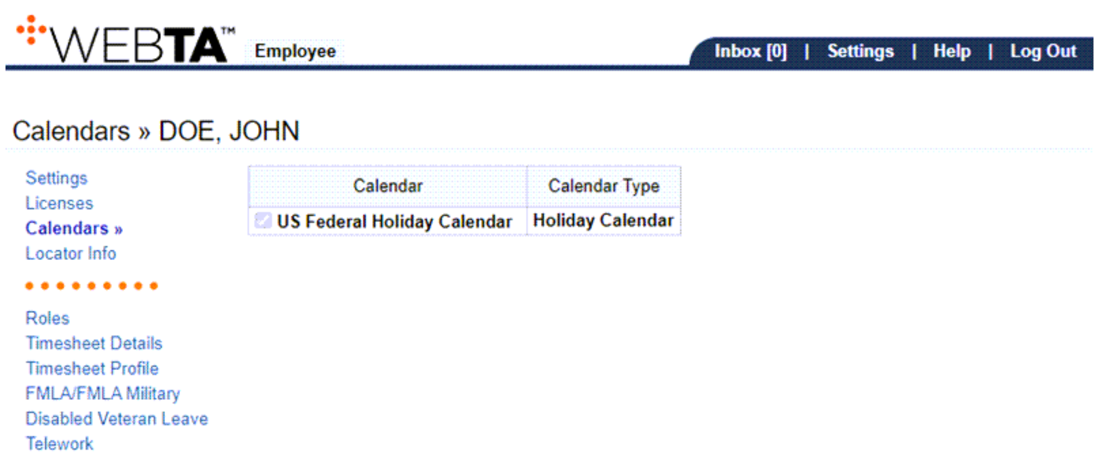


Figure 18: Calendars Page

The following fields are displayed:

Calendar (see "***Calendar Field Description***" on page 130)

Calendar Type (see "***Calendar Type Field Description***" on page 130)

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Locator Info

The Locator Info page allows Agencies to maintain contact information for the employee and may be edited by the employee.

To View and/or Edit Your Locator Info:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

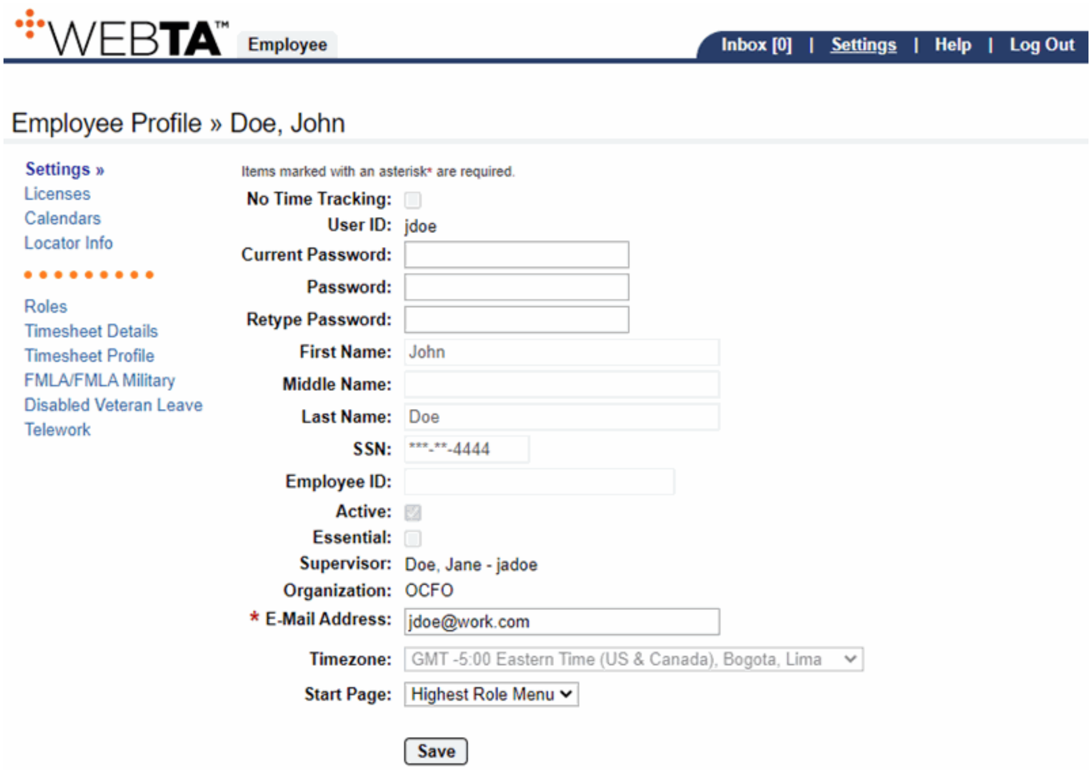


Figure 19: Employee Profile Page

2. Select the ***Locator Info*** link from the sidebar menu. The Locator Info page is displayed.

Figure 20: Locator Info Page

3. Complete applicable fields.
4. Select the **Save** button. A message is displayed that the changes were successfully saved.

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Roles

The Role Assignments page is read-only and displays the roles assigned to the employee.

To View the Role Assignment Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

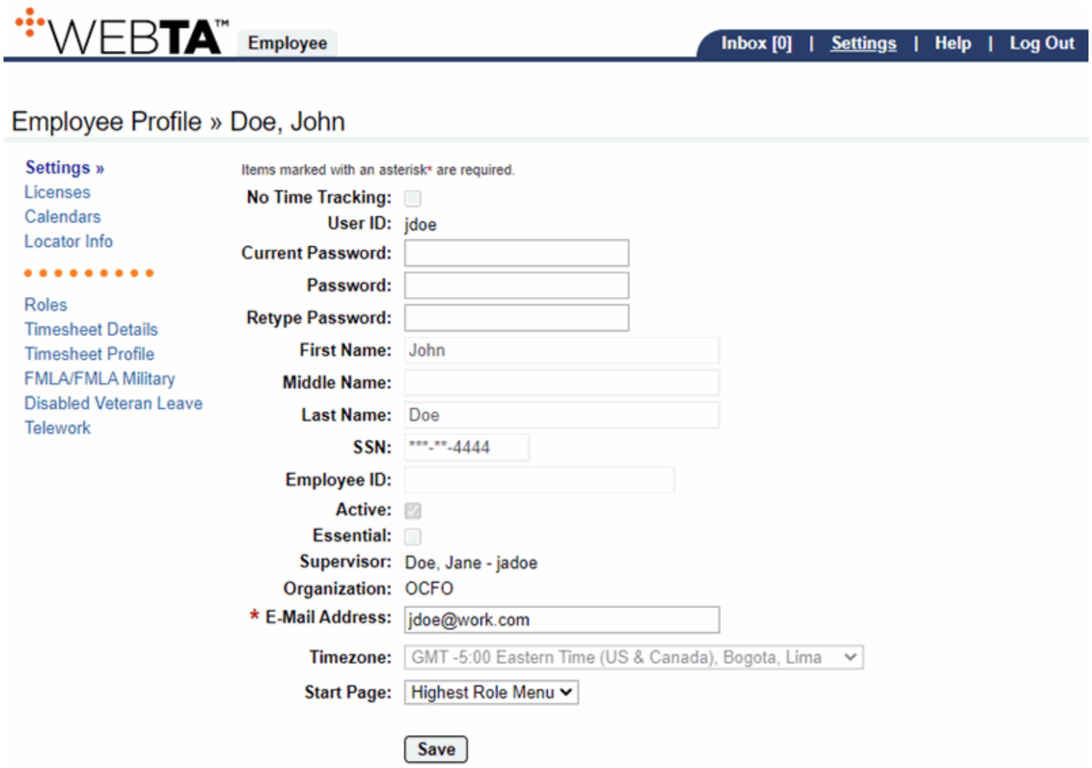


Figure 21: Employee Profile Page

2. Select the ***Roles*** link from the sidebar menu. The Role Assignments page is displayed listing the roles assigned to the employee.

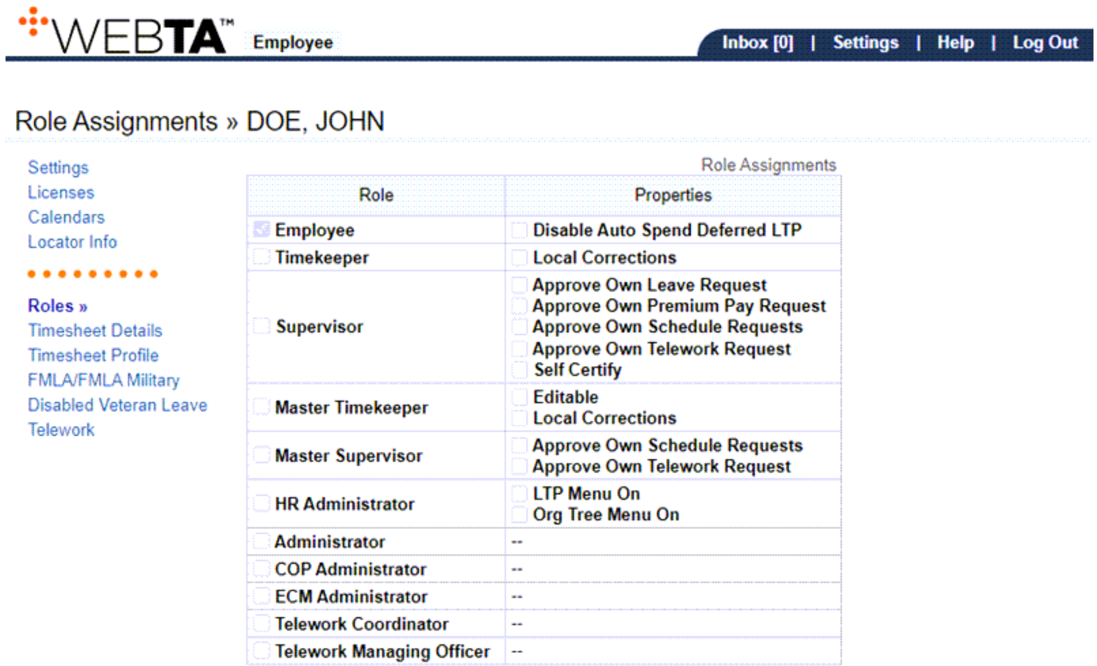


Figure 22: Role Assignments Page

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Timesheet Details

The Timesheet Details page is read-only and displays information about the employee's timesheet.

To View the Timesheet Details Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

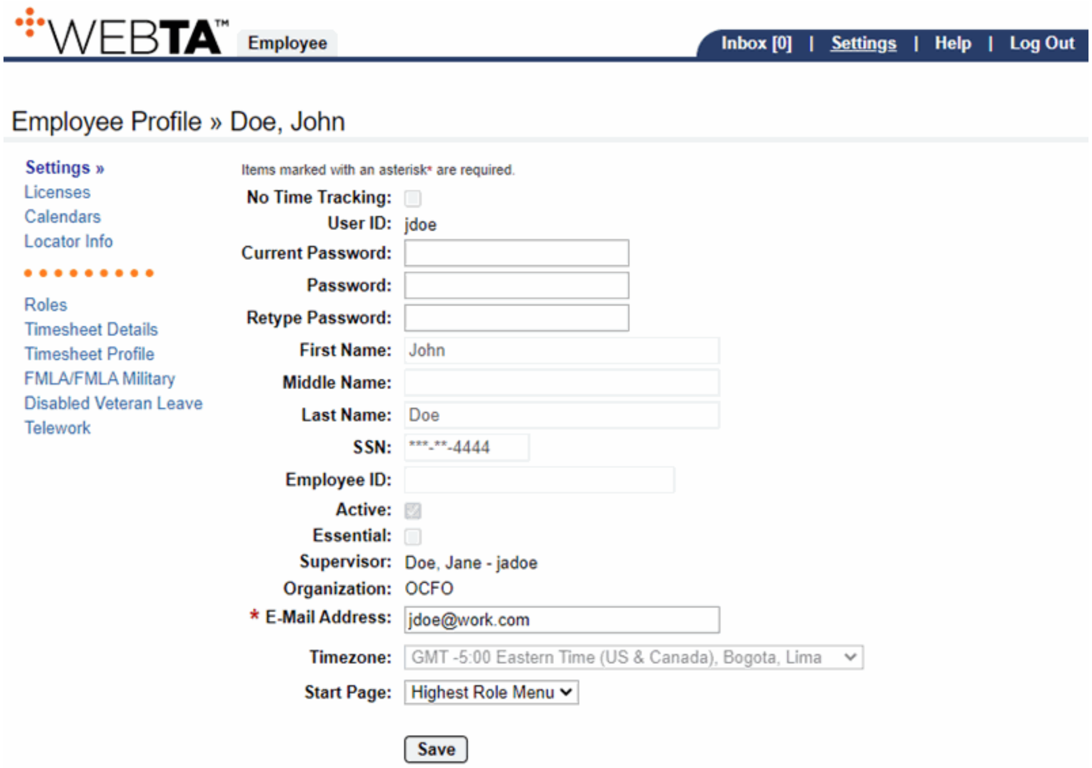


Figure 23: Employee Profile Page

2. Select the ***Timesheet Details*** link from the sidebar menu. The Timesheet Details page is displayed.

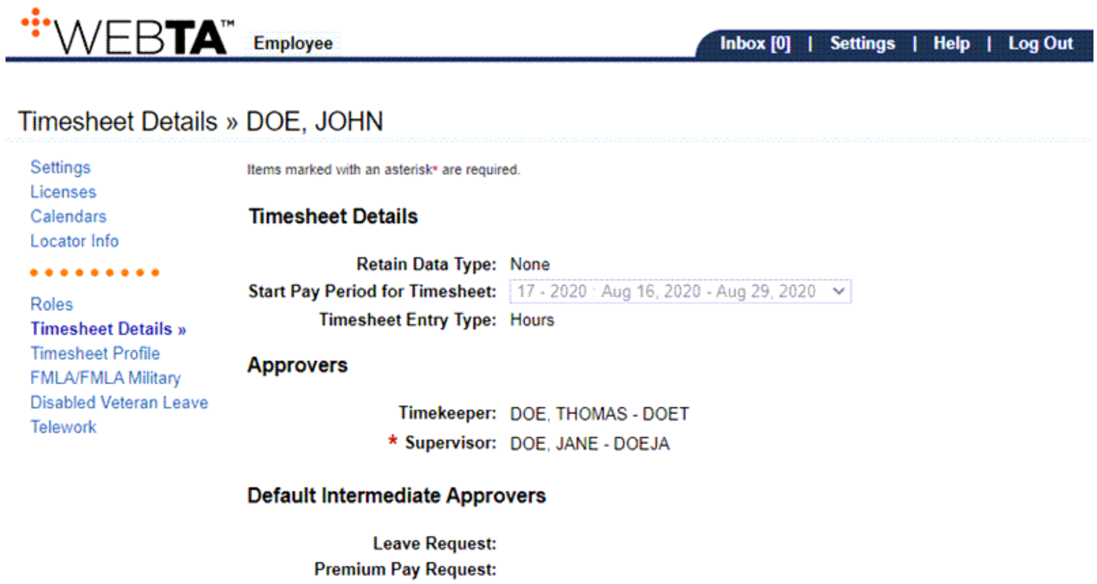


Figure 24: Timesheet Details Page

The following fields are displayed:

Retain Data Type (see "***Retain Data Type Field Description***" on page 137)

Start Pay Period for Timesheet (see "***Start Pay Period for Timesheet Field Description***" on page 139)

Timesheet Entry Type (see "***Timesheet Entry Type Field Description***" on page 142)

Timekeeper (see "***Timekeeper Field Description***" on page 141)

Supervisor (see "***Supervisor Field Description***" on page 141)

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Timesheet Profile

The Timesheet Profile page is read-only and displays information about the employee's timesheet each pay period. The information on the Timesheet Profile page is updated daily from the PPS interface.

To View the Timesheet Profile Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

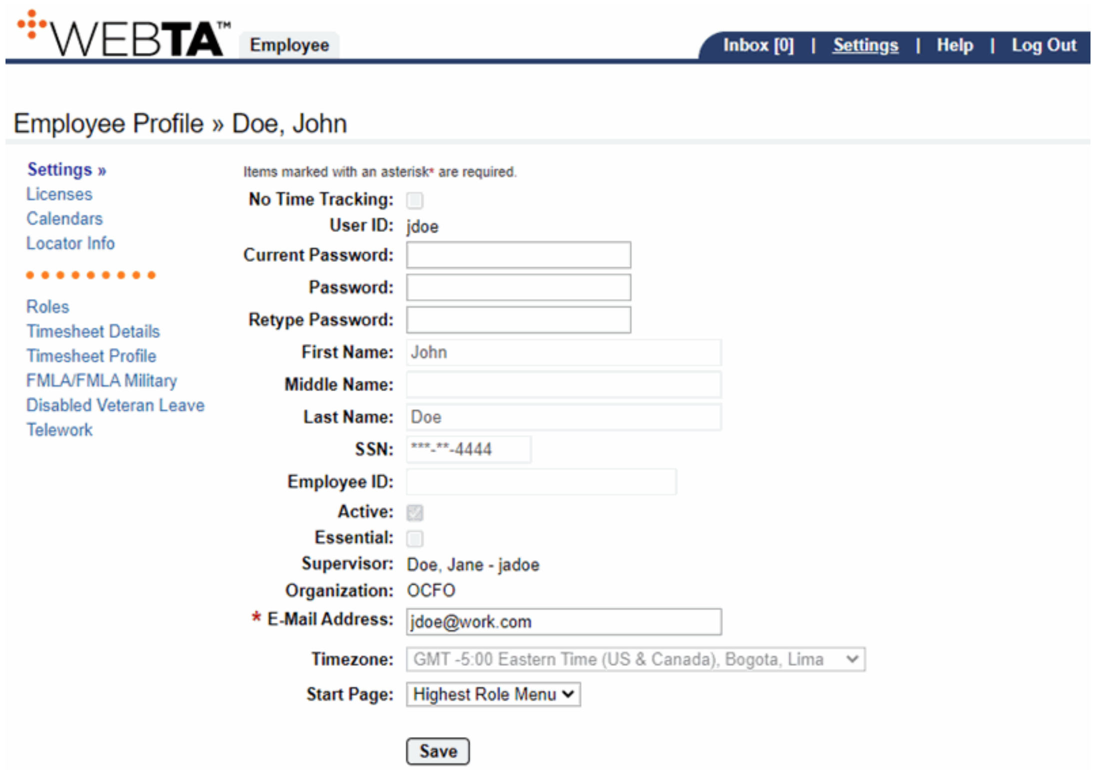


Figure 25: Employee Profile Page

2. Select the ***Timesheet Profile*** link from the sidebar menu. The Timesheet Profile page is displayed.

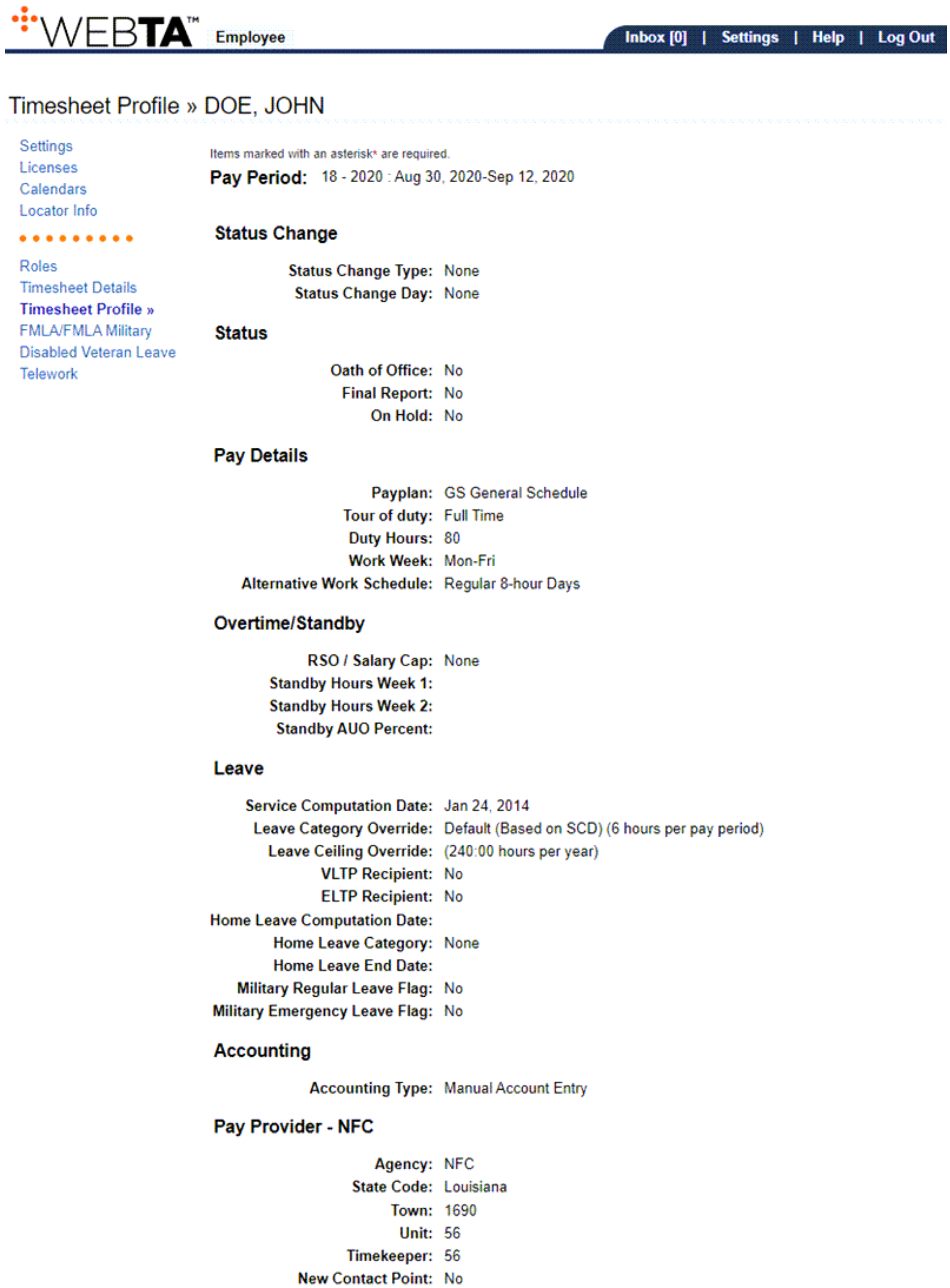


Figure 26: Timesheet Profile Page

At this point, the following options are available:

Step	**Description**
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

FMLA/FMLA Military

The FMLA/FMLA Military page is read-only and displays the employee's FMLA/FMLA Military information, if applicable. Timekeepers and master timekeepers can manually add new FMLA events and delete manually-added FMLA events. Manually adding an FMLA event bypasses the leave request form process. FMLA may be invoked once every 12 months. When the expiration date is reached, the FMLA and FMLA Military tracking leave balances are automatically set to zero.

To View the FMLA/FMLA Military Information Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

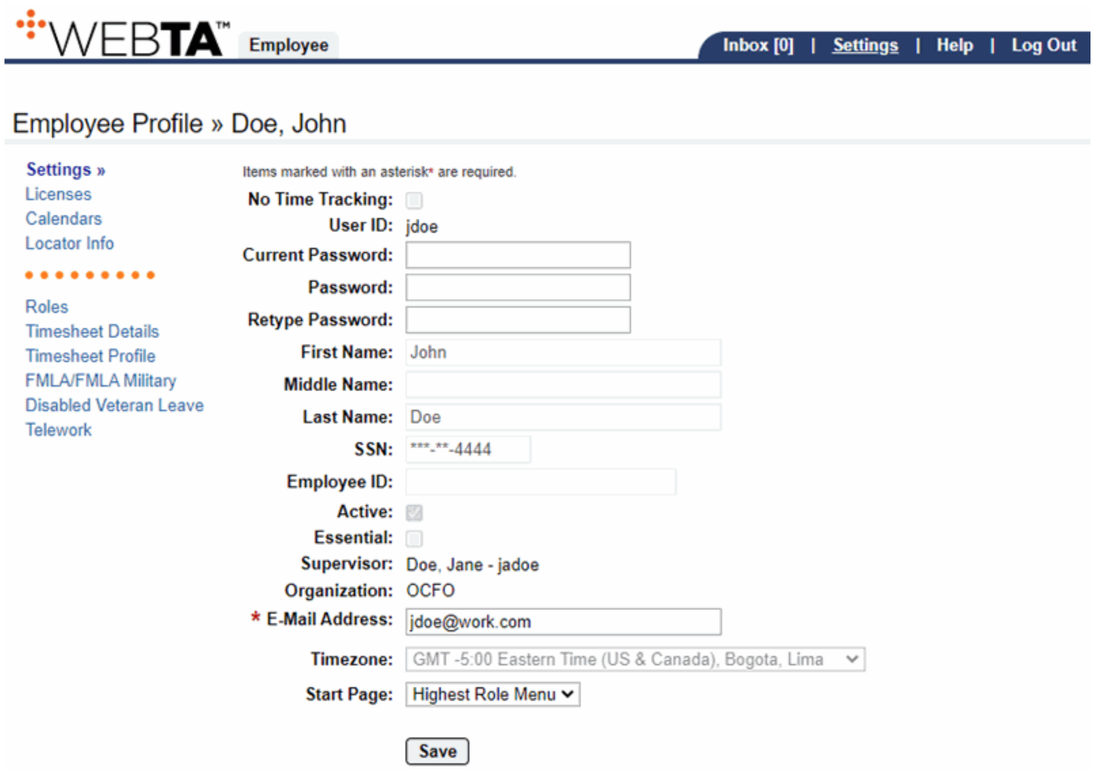


Figure 27: Employee Profile Page

2. Select the ***FMLA/FMLA Military*** link from the sidebar menu. The FMLA/FMLA Military page is displayed.

Figure 28: FMLA/FMLA Military Page

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Disabled Veteran Leave

The Wounded Warriors Federal Leave Act of 2015 mandates that any new Federal employee (hired on or after November 5, 2016) who is a Veteran with a service-connected disability rated at 30 percent or more be granted immediate access to 104 hours of Disabled Veteran Leave. This leave may only be used within a continuous 12-month period beginning on the first day of employment/reemployment and may not exceed 104 hours; however, some employees with an uncommon tour of duty may exceed 104 hours.

Part-time, non-seasonal, and full-time seasonal employees' leave will be prorated based on each employee's tour of duty. Any Disabled Veteran Leave credited to an employee that is not used during the first 12 months of employment and/or reemployment shall be forfeited.

If the employee is reinstated after a break in service, or transferred and has a sick leave credit balance when they are hired, the amount of Disabled Veteran Leave will be reduced by the amount of sick leave that the employee has available on the first day of the reemployment.

The Disabled Veteran Leave page is read-only and displays the employee's Disabled Veteran Leave information, if applicable.

Note: Select the ***Leave Balances*** link from the Time menu on the Employee Main Menu page to check your Disabled Veteran Leave balance.

To View the Disabled Veteran Leave Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

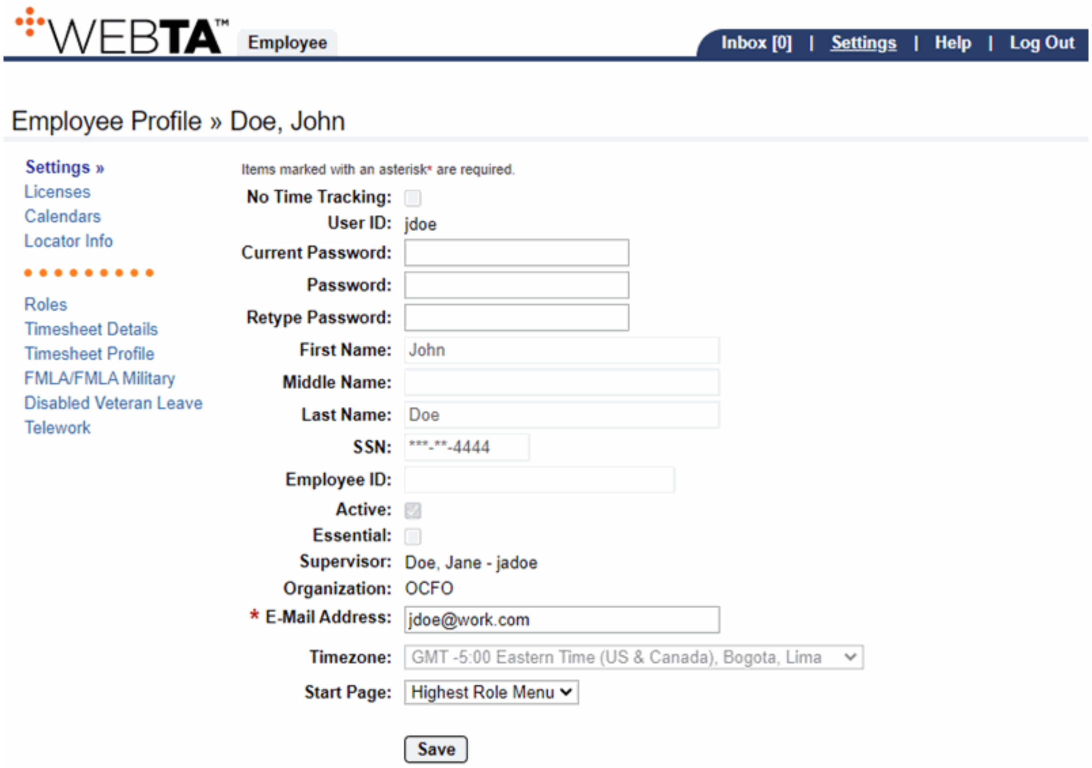


Figure 29: Employee Profile Page

2. Select the ***Disabled Veteran Leave*** link from the sidebar menu. The Disabled Veteran Leave page is displayed.

Figure 30: Disabled Veteran Leave Page

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Telework

The Telework page is read-only and displays the employee's telework information. This information is populated from the information entered through the Telework section of the Employee Main Menu page and is also displayed on the Telework tab of the employee's timesheet. For more information on telework, see ***Telework*** (on page 89).

To View the Telework Information Page:

1. Select the ***Settings*** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the ***Licenses***, ***Calendars***, ***Locator Info***, ***Roles***, ***Timesheet Details***, ***Timesheet Profile***, ***FMLA/FMLA Military***, ***Disabled Veteran Leave***, and ***Telework*** options from the Employee Profile page.

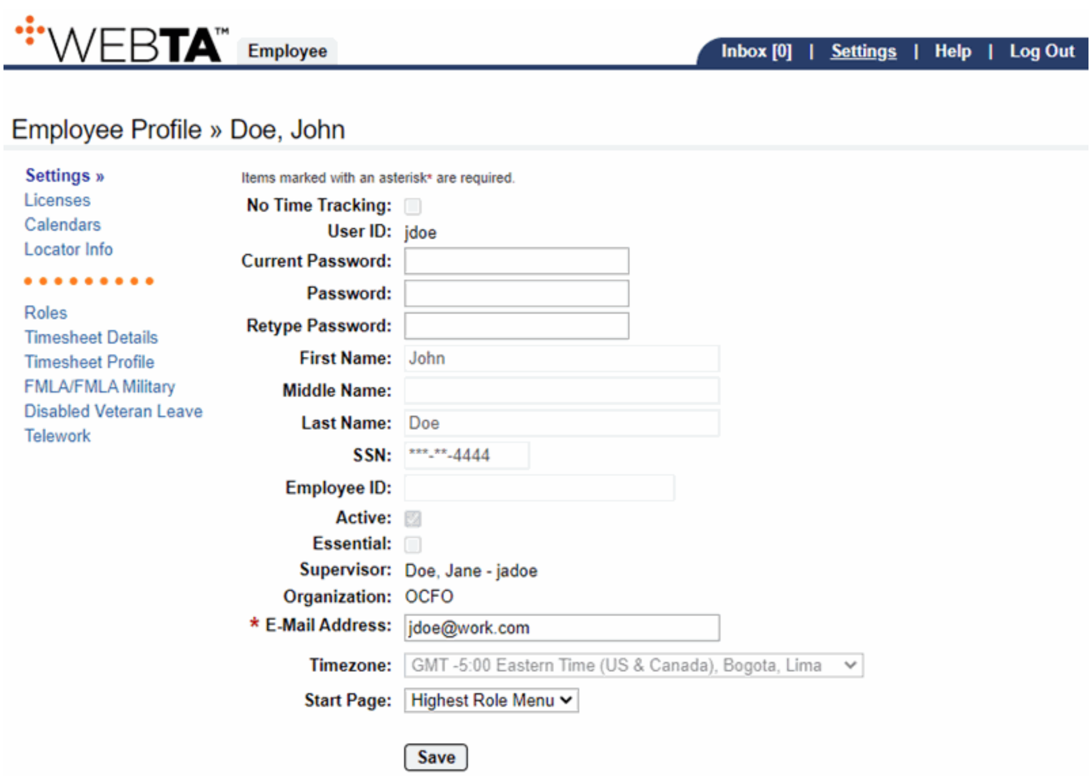


Figure 31: Employee Profile Page

2. Select the ***Telework*** link from the sidebar menu. The Telework page is displayed.

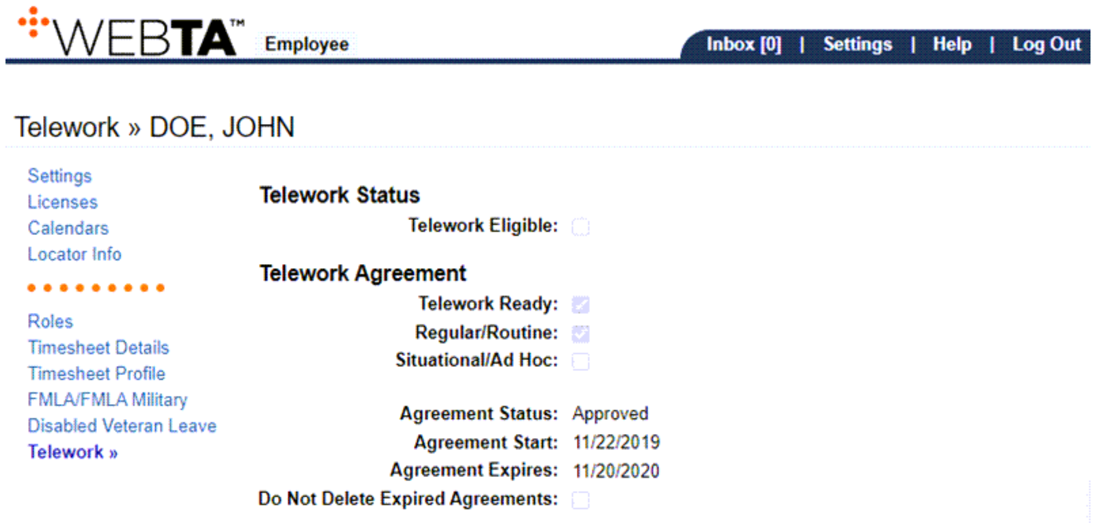


Figure 32: Telework Page

At this point, the following options are available:

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Sending Messages

Employees may send messages to their timekeeper or supervisor from within webTA.

To Send a Message:

1. Select either the ***Send Message To Timekeeper*** or ***Send Message To Supervisor*** from the Messages section on the Employee Main Menu page. The applicable Send Message page is displayed.

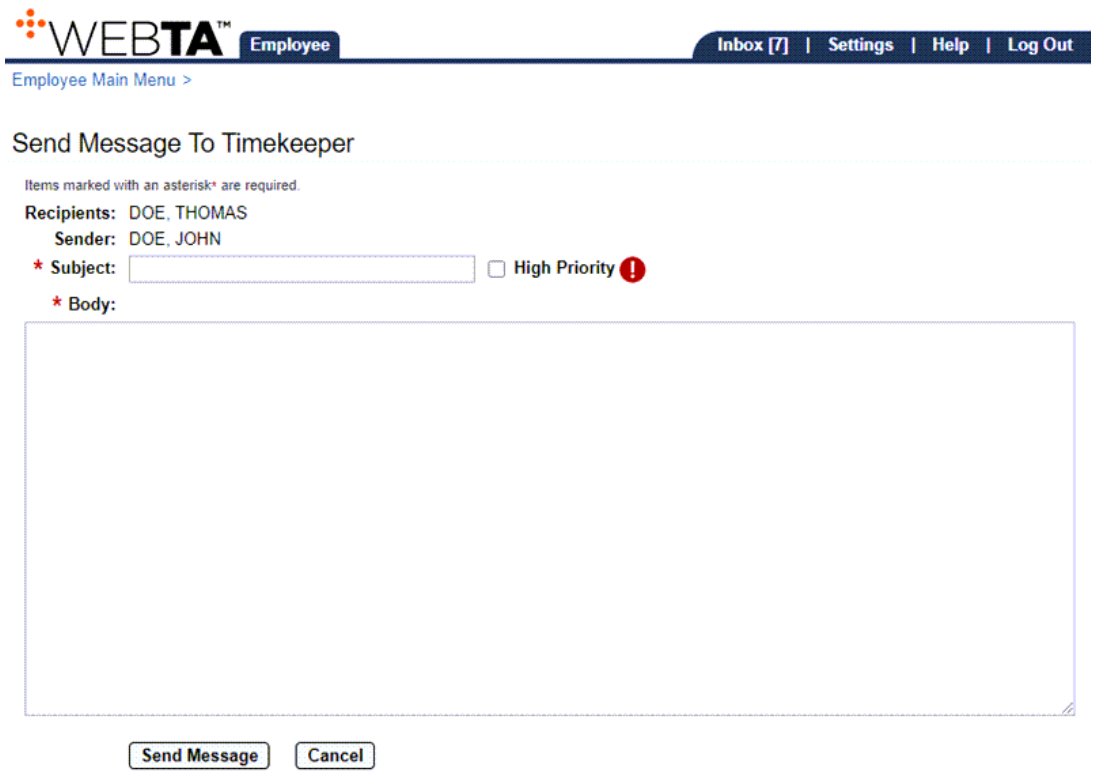


Figure 33: Send Message to Timekeeper Page

2. Complete the following fields:

   Subject (see "***Subject Field Instruction (Required)***" on page 140)

   Body (see "***Body Field Instruction (Required)***" on page 129)

3. Select the **Send Message** button. A confirmation message is displayed, and the message is routed to the appropriate webTA Inbox.

   At this point, the following options are available:

Step	Description

Step	Description
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Timesheet Data

The following sections are displayed on your timesheet:

- work time
- leave
- dollar transactions

At the end of the pay period, after all information is entered on your timesheet, you must validate your timesheet. This should always be done by close of business on Tuesday following the end of a pay period.

This section includes the following topics:

Entering Work Time and Accounting on Your Timesheet

The Work Time section of the Timesheet page has daily time entry fields for each week in a pay period. Daily work time totals are displayed in the Work Time Total row.

Note: The Leave Time section of the timesheet is populated when leave requests are approved.

To Enter Work Time and Accounting on Your Timesheet:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

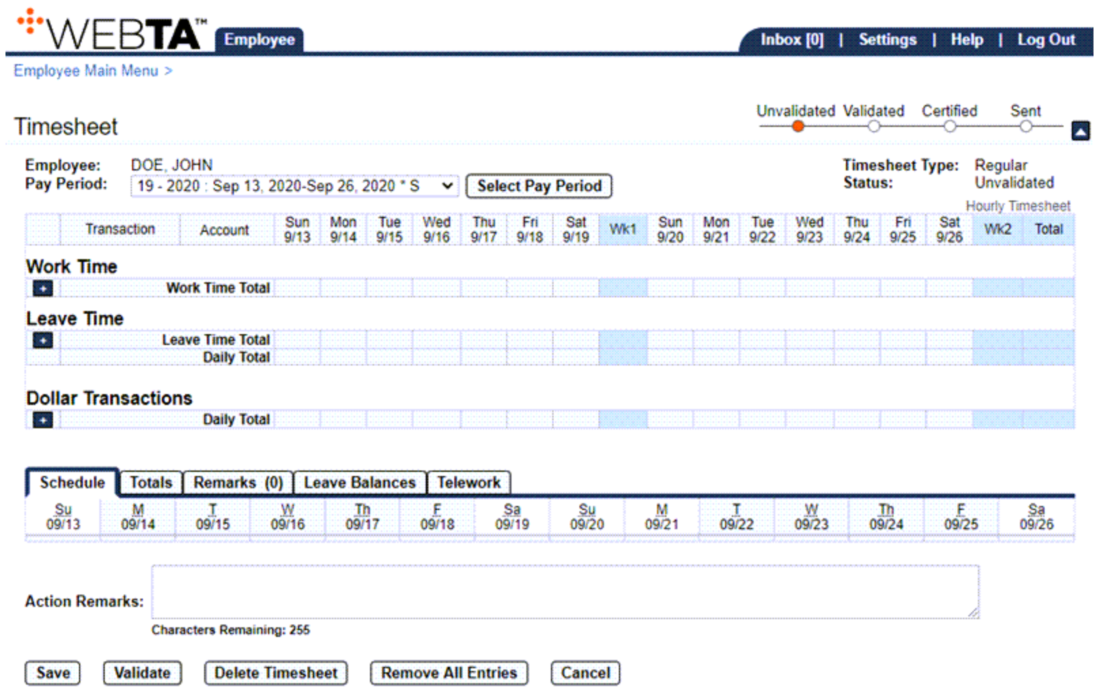


Figure 34: Timesheet Page

2. Select the **+** (plus sign) in the Work Time Total row of the Work Time section. The Transaction field is populated with the first transaction in the drop-down list and the Account field is populated with `Select Account`.

3. Select the transaction link to change the transaction. The Select values for this entry... popup appears.

Figure 35: Select values for this entry... Popup

4. Select the applicable transaction code from the drop-down list.

5. Select the **Select Work Time Transaction** button to save the transaction and return to the Timesheet page.

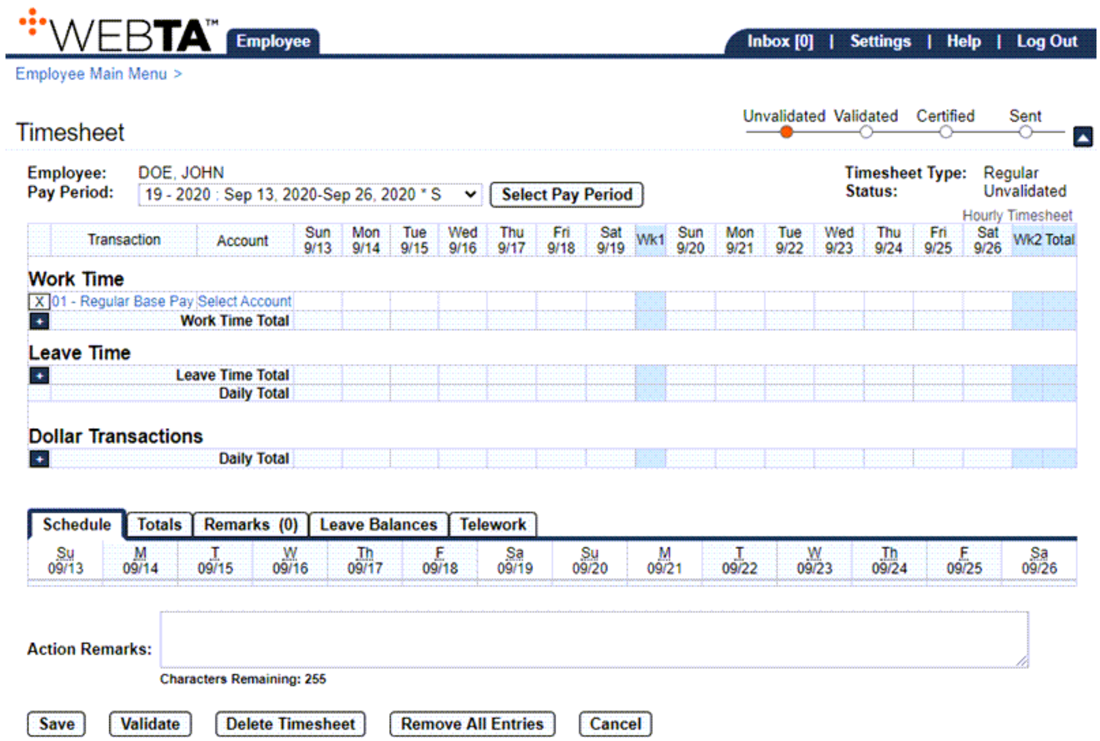


Figure 36: Timesheet Page - Transaction Added

6. Select the ***Select Account*** link. The Accounting popup appears displaying accounting codes that have been added for the employee's use.

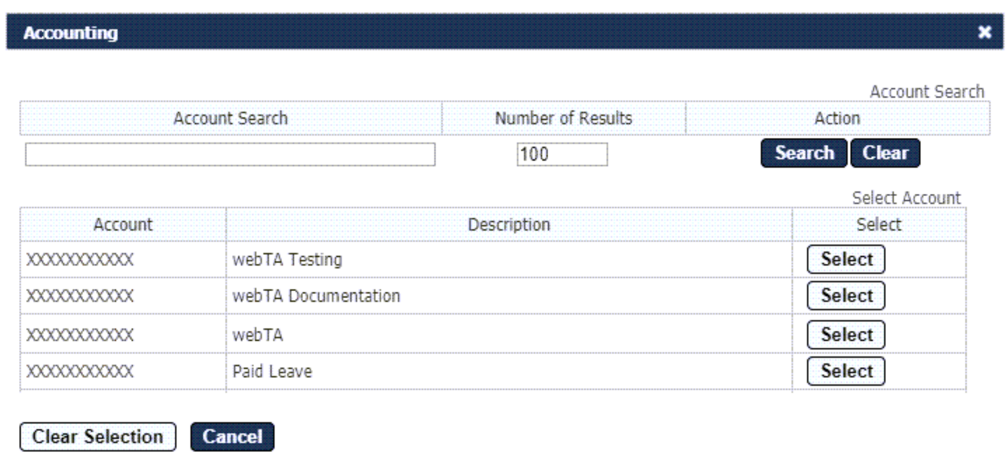


Figure 37: Accounting Popup

7. Select the **Select** button for the applicable accounting code. The accounting code is populated in the Account field.

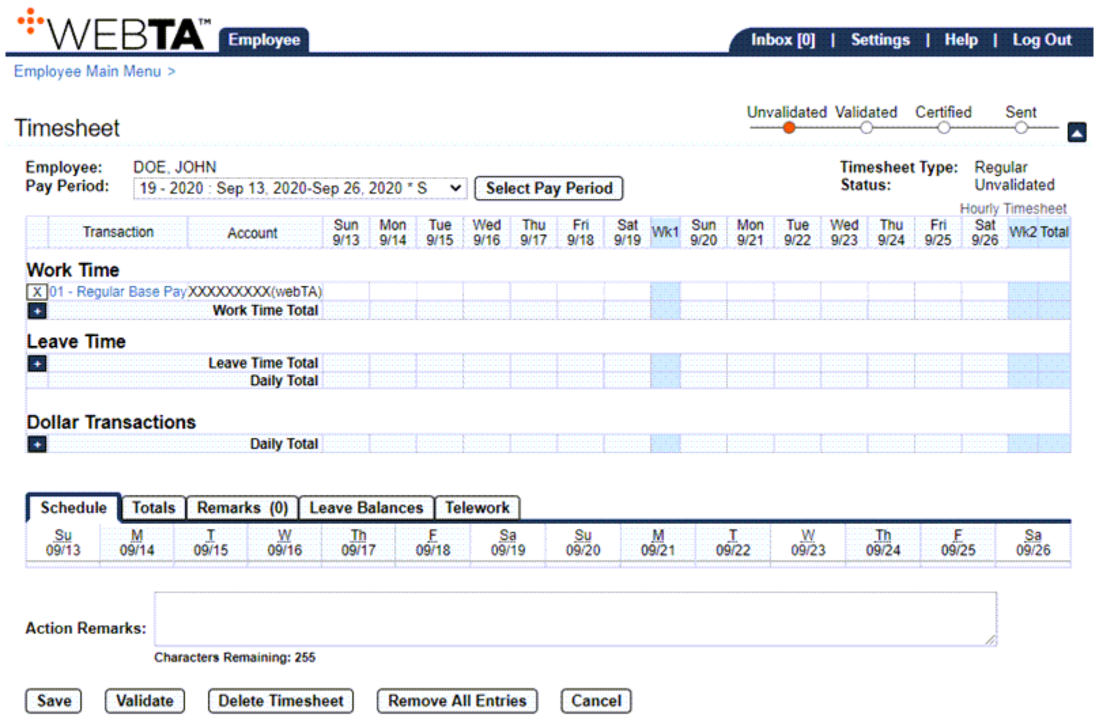


Figure 38: Timesheet Page - Accounting Added

8. Enter the hours and minutes worked in the appropriate fields using hours and minutes separated by a colon (HH:mm) or hours and minutes separated by a decimal (HH.mm).

Note: Select the **+** (plus sign) in the Work Time Total row of the Work Time section to add another row.

9. Select the **Save** button to save the timesheet. The Work Time Total field is populated, and the message *Timesheet saved* is displayed.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Entering Dollar Transactions and Accounting on Your Timesheet

The Dollar Transactions section of the Timesheet page is used for reimbursing employees for costs incurred from work-related expenses such as commuter transportation, parking, magazine or journal subscriptions, etc. Daily totals are displayed in the Daily Total field.

To Enter Dollar Transactions and Accounting on Your Timesheet:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

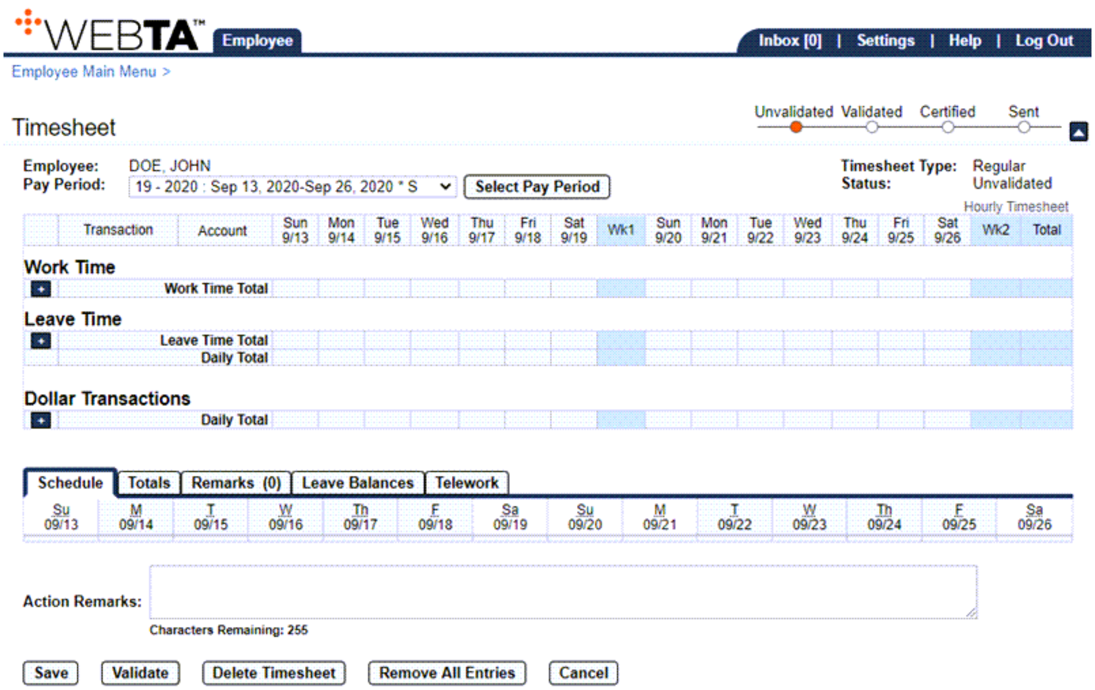


Figure 39: Timesheet Page

2. Select the **+** (plus sign) in the Daily Total row of the Dollar Transactions section. The transaction field is populated with the first transaction in the drop-down list and the Account field is populated with `Select Account`.

3. Select the transaction link to change the transaction. The Select values for this entry... popup appears.

Figure 40: Select values for this entry... Popup

4. Select the applicable transaction from the drop-down list.

5. Select the **Select Dollar Transaction** button to save the transaction and return to the Timesheet page.

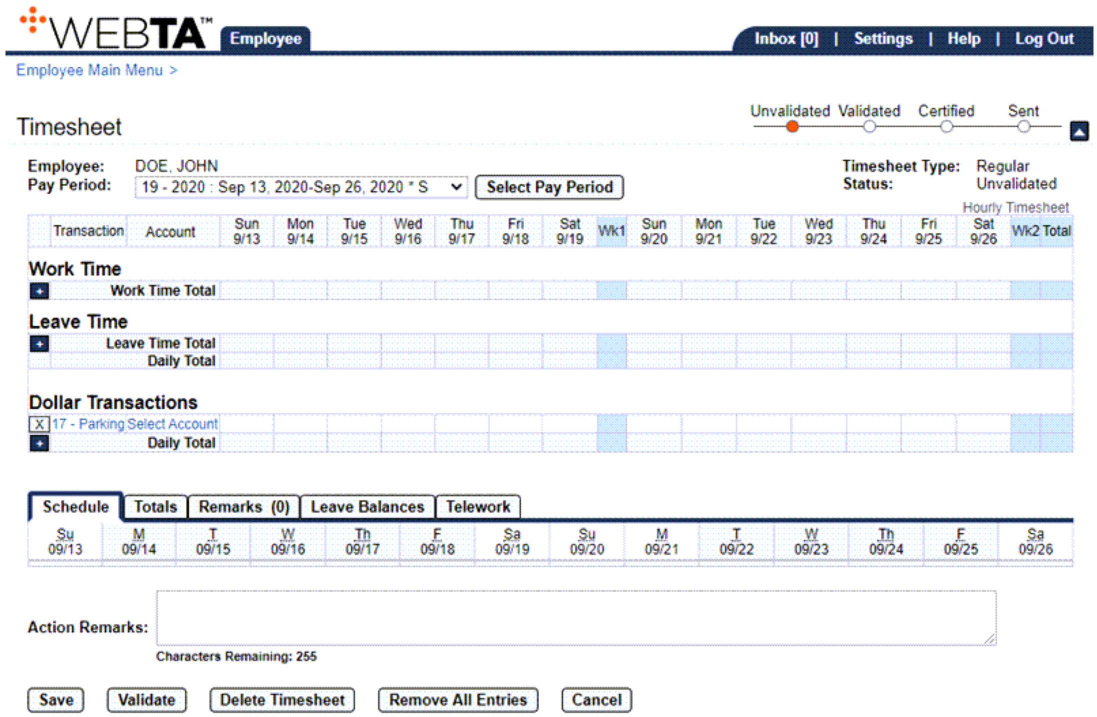


Figure 41: Timesheet Page - Dollar Transaction

6. Select the ***Select Account*** link. The Accounting popup appears.

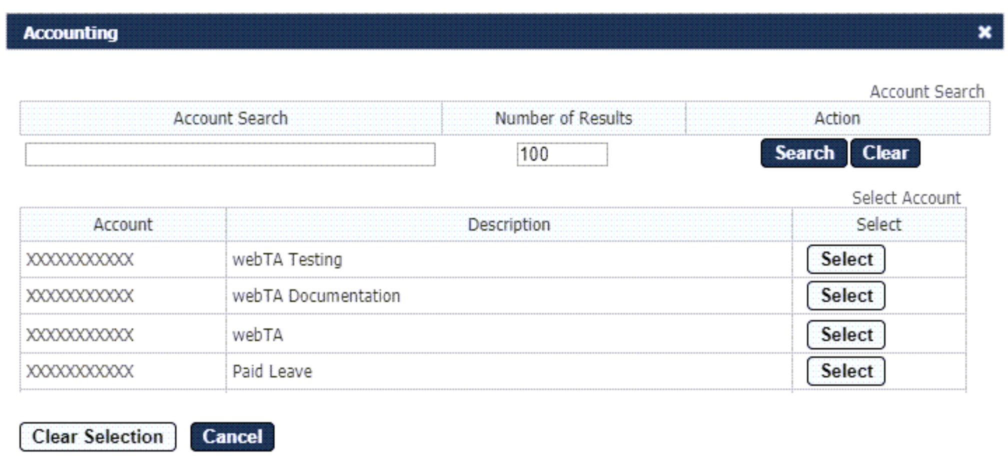


Figure 42: Accounting Popup

7. Select the **Select** button for the applicable accounting. The accounting is populated in the Account field.

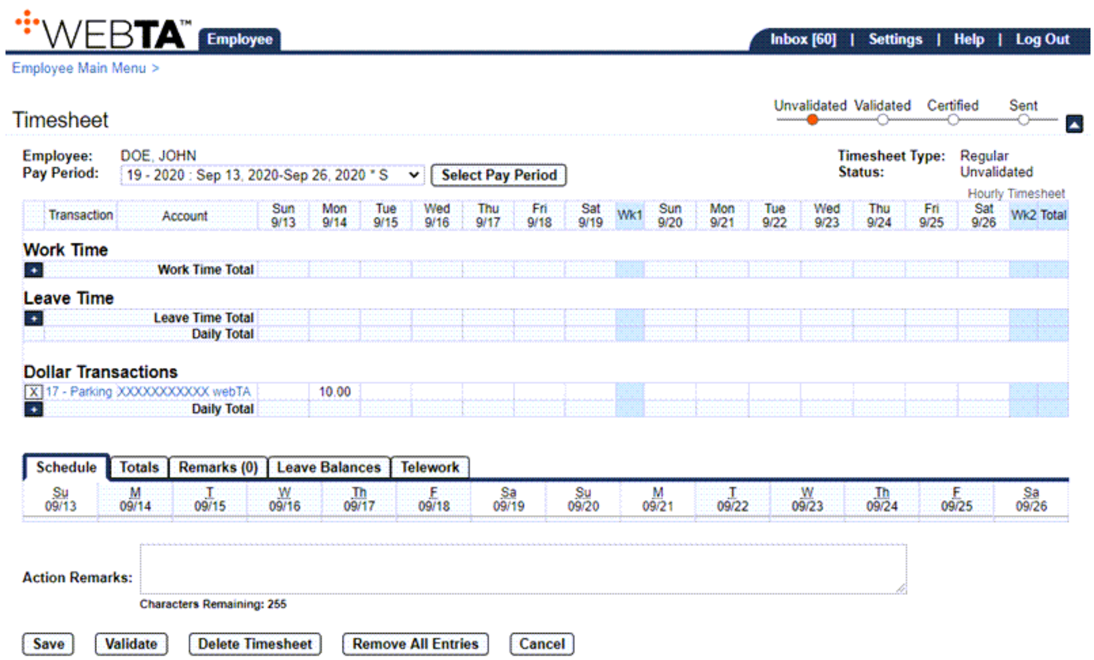


Figure 43: Timesheet Page - Dollar Transaction Accounting

8. Enter the dollar amount in dollars and cents in the applicable day field.

Note: You must enter a decimal.

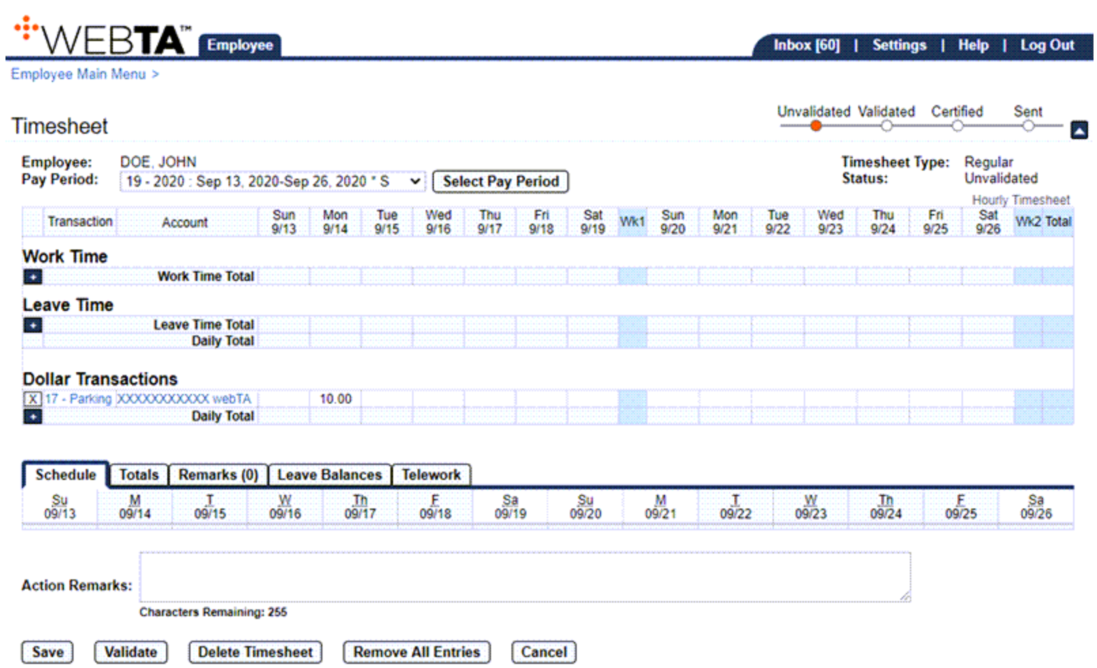


Figure 44: Timesheet Page - Dollar Transaction Added

9. Select the **Save** button to save the timesheet. The message *Timesheet saved* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Dollar Transaction Requests - Current page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Validating Your Timesheet

Timesheets should be validated and transmitted to NFC by close of business on Tuesday following the end of the pay period.

To Validate Your Timesheet:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

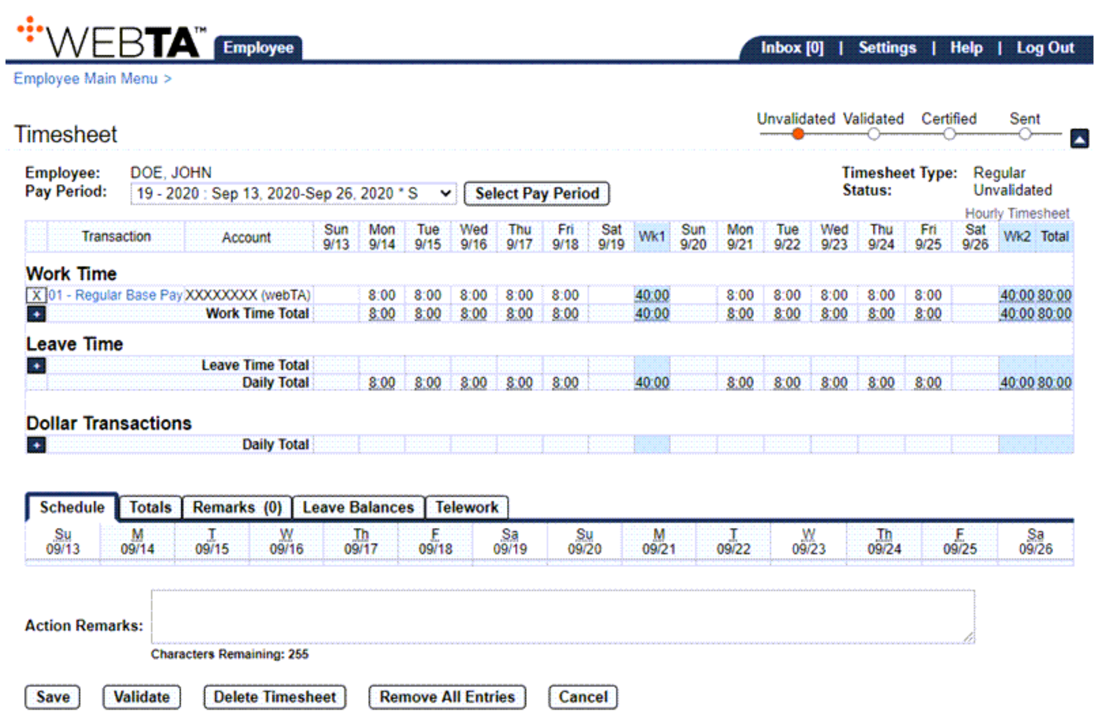


Figure 45: Timesheet Page - Validating

2. Verify that all sections are complete.

3. Select the **Validate** button. If there are no errors, the message *Timesheet validated successfully* is displayed and the timesheet status is changed to **`Validated`**.

Note: If there are any errors on your timesheet, they will be displayed. You must resolve all errors before a timesheet may be validated.

Note: If there are any warnings on your timesheet, they will be displayed. You should resolve warnings; however, a timesheet may still be validated with warnings.

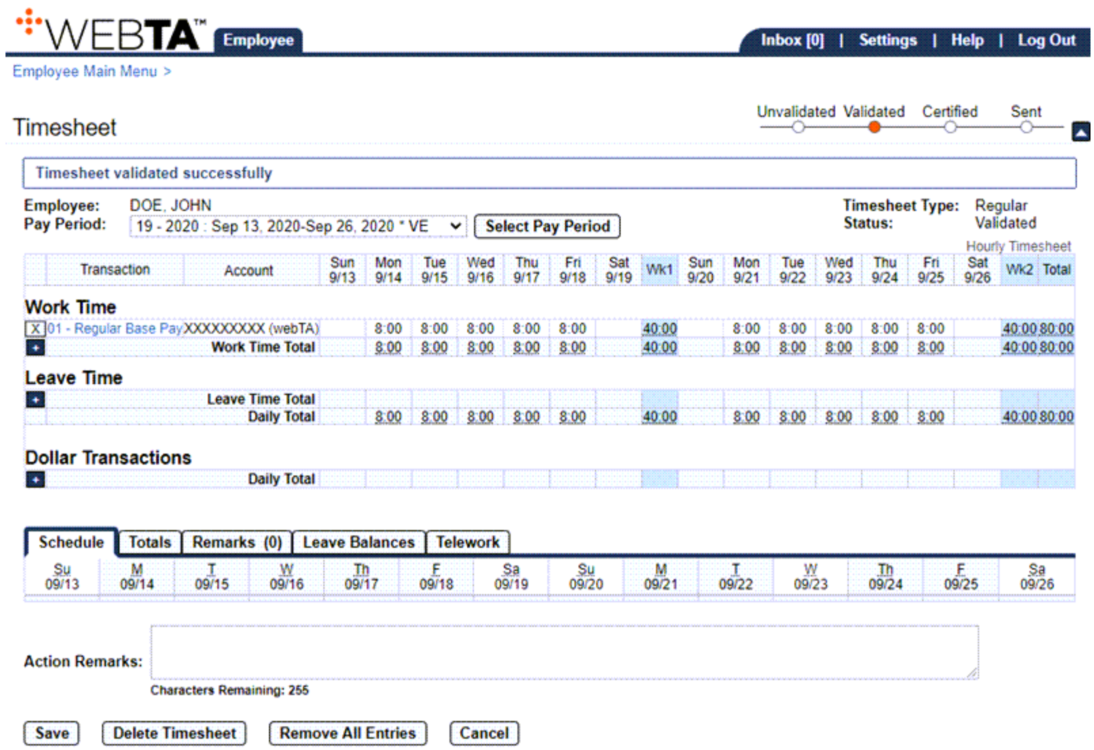


Figure 46: Timesheet Page - Validated

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you have made
Select the **Delete Timesheet** button	Deletes the timesheet after you accept a confirmation message
Select the **Remove All Entries** button	Removes all entries after you accept a confirmation message
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page

Step	Description
Select ***Log Out***	Logs you out of webTA

Remarks

webTA allows the use of two types of remarks: daily and pay period. Daily remarks are added to specific time entries and are entered in the Daily Remarks field. The remark is then indicated by a triangle displayed in the corner of the time entry cell. Pay period remarks are entered in the Pay Period Remarks field which is accessed via the Remarks tab on the Timesheet page.

Note: The Action Remarks field on the Timesheet page is used to make notes pertaining to the action being taken on the timesheet at the time it is done. These remarks are displayed in the Activity Log section of the timesheet.

This section includes the following topics:

Daily Remarks

Daily remarks apply to a specific time entry. A triangle is displayed in the time entry to indicate that there is a remark for that specific entry. Daily remarks display as Timesheet Entry Remarks in the Pay Period Remarks section of the Timesheet Summary page.

To Add a Daily Remark:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

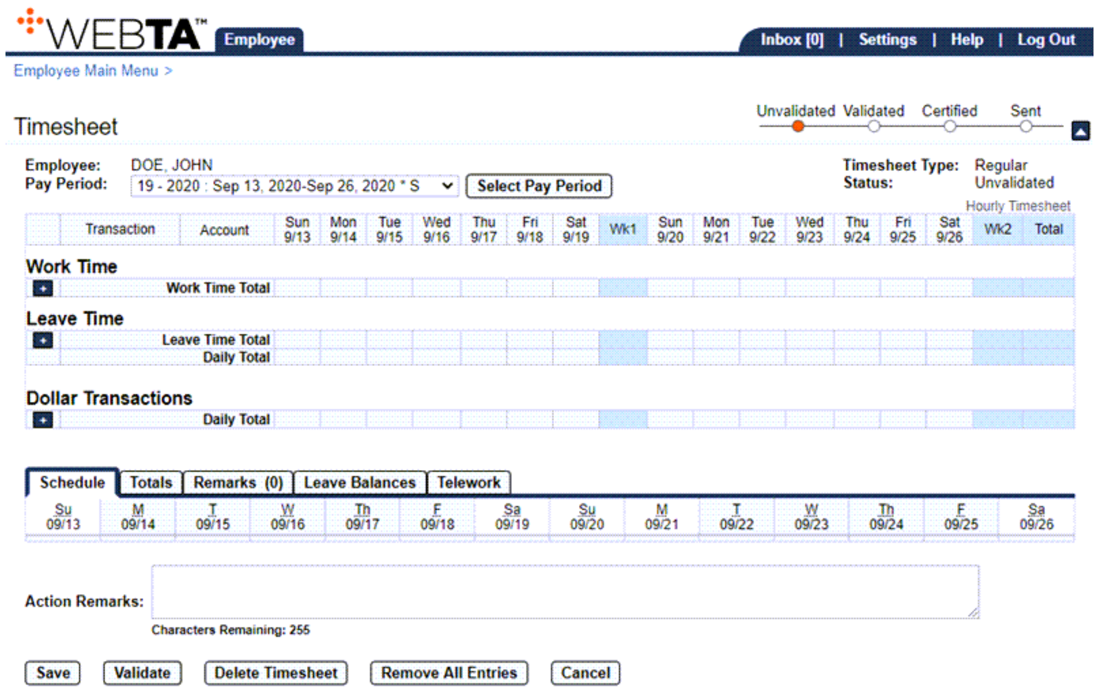


Figure 47: Timesheet Page

2. Select the time entry to which you want to add a remark.

3. Double-click or select **Shift** + **R**. A triangle appears in the time entry cell to indicate that a remark has been added. The Remarks tab opens, and a new row is displayed. The row populates with the date of the time entry, the type of entry, the user name, user ID, the current date and time, and the user's role.

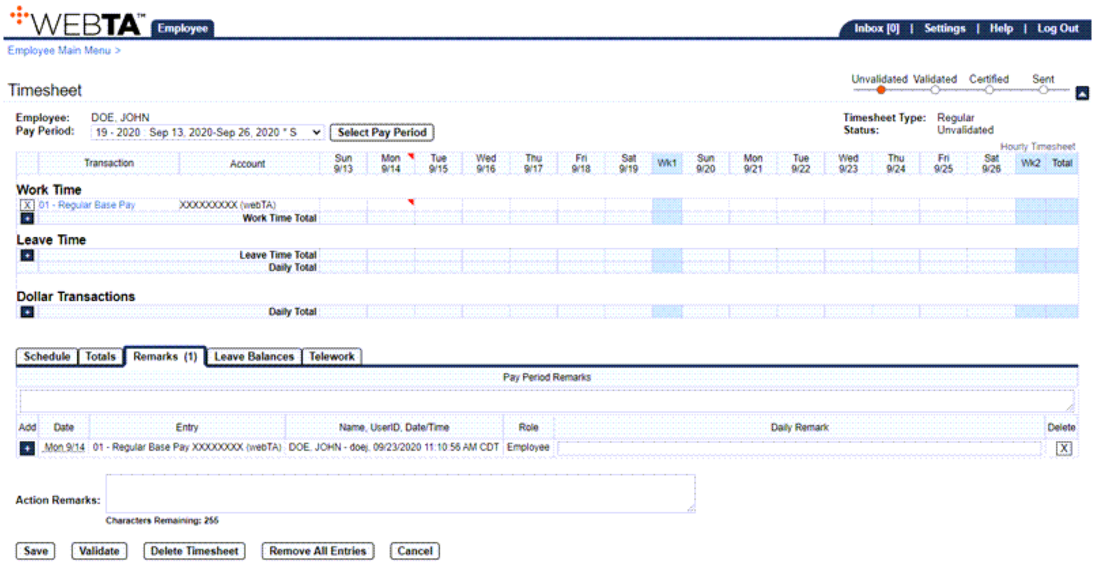


Figure 48: Timesheet Page - Daily Remark

OR

Select the ***Remarks*** tab and select the **+** (plus sign) in the Add column. A new row is displayed. The row populates with the user name, user ID, the current date and time, and the user's role. Select the date from the date drop-down list.

Note: A triangle will appear in the time entry cell to indicate that a remark has been added after the remark is saved.

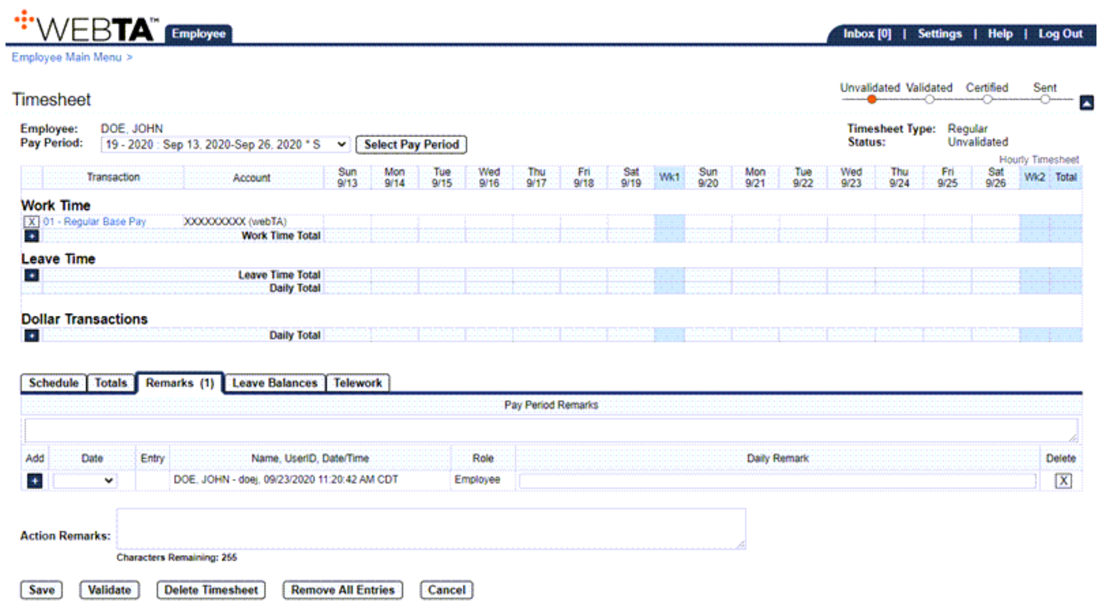


Figure 49: Timesheet Page - Adding Daily Remark

4. Enter the remark in the Daily Remark field.

5. Select the **Save** button. The message *Timesheet saved* is displayed, and the Remarks tab displays the number of daily remarks entered.

   At this point, the following options are available:

Step	**Description**
Select the **Save** button	Saves any changes you have made
Select the **Delete Timesheet** button	Deletes the timesheet after you accept a confirmation message
Select the **Remove All Entries** button	Removes all entries after you accept a confirmation message
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

To Delete a Daily Remark:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

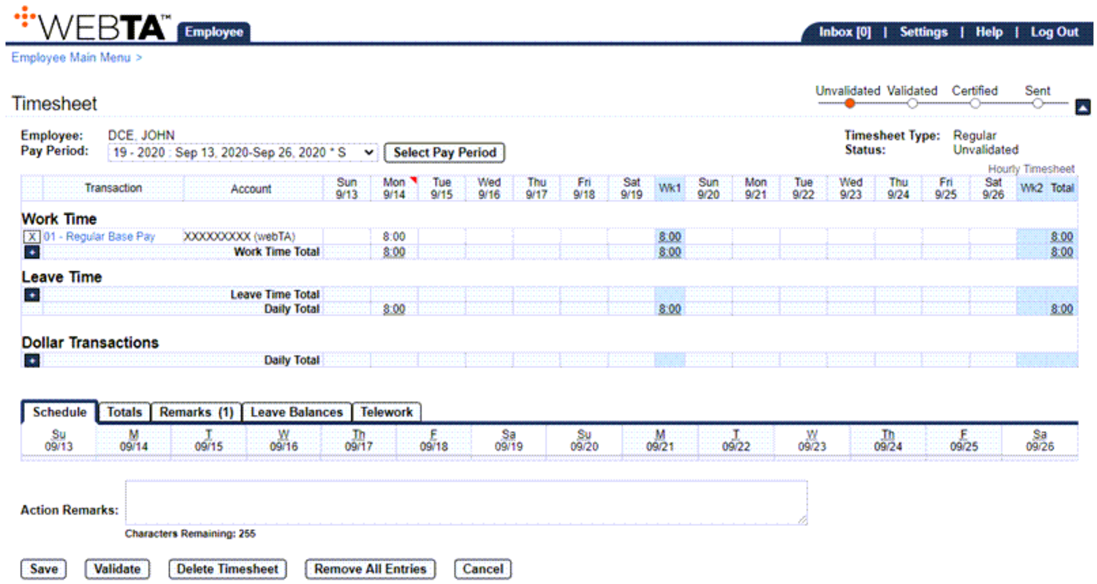


Figure 50: Timesheet Page

2. Select the ***Remarks*** tab. The Remarks section is displayed on the timesheet.

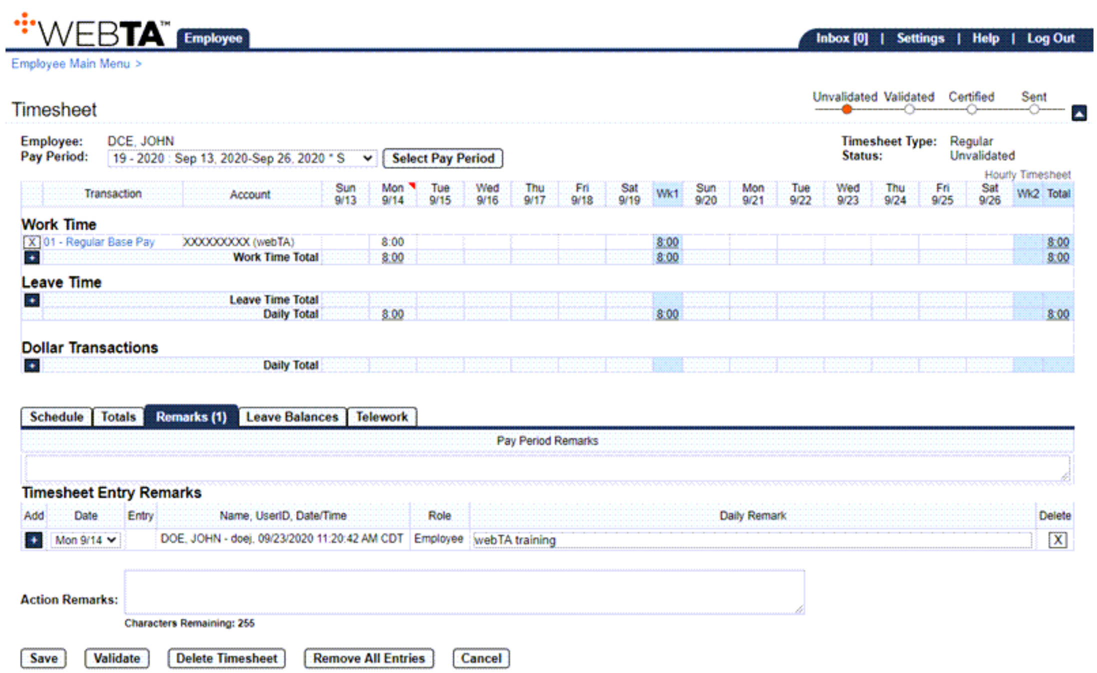


Figure 51: Timesheet Page

3. Select the **x** in the box of the Delete column on the row that identifies the daily remark that you want to delete. The row is now deleted.

Note: There is no warning message.

4. Select the **Save** button. The message *Timesheet saved* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you have made
Select the **Delete Timesheet** button	Deletes the timesheet after you accept a confirmation message
Select the **Remove All Entries** button	Removes all entries after you accept a confirmation message
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Pay Period Remarks

Pay Period Remarks are remarks applicable to a specific pay period. After the pay period remarks are entered and saved, they are displayed in the Pay Period Remarks section of the Timesheet Summary page.

To Add a Pay Period Remark:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

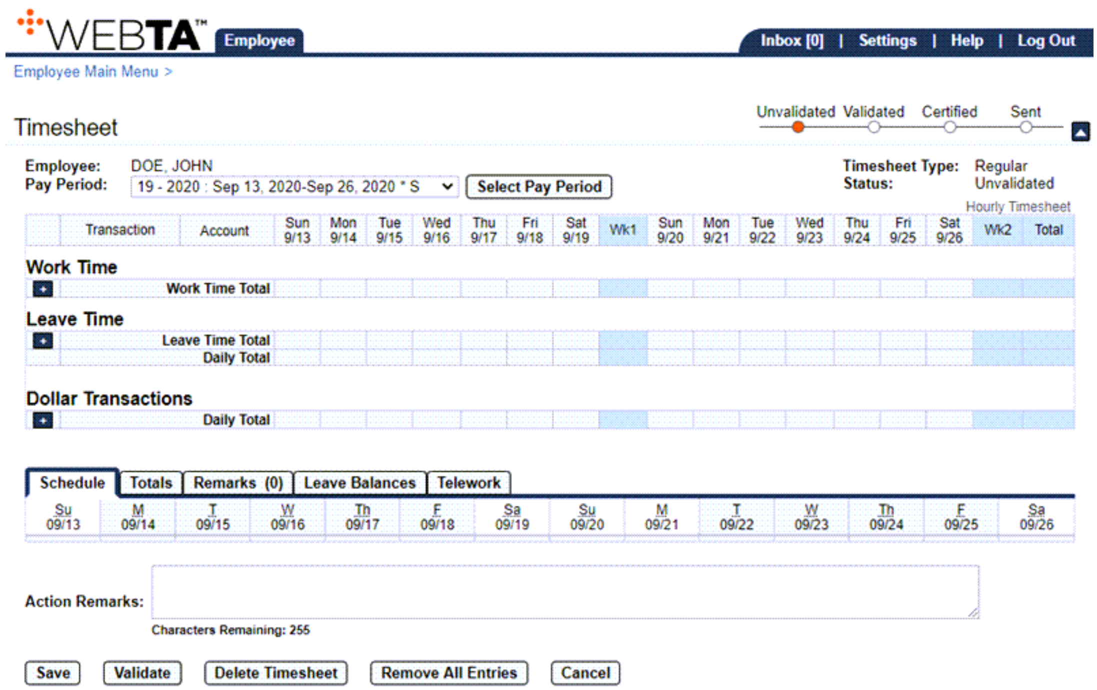


Figure 52: Timesheet Page

2. Select the ***Remarks*** tab. The Pay Period Remarks field is displayed on the Timesheet page.

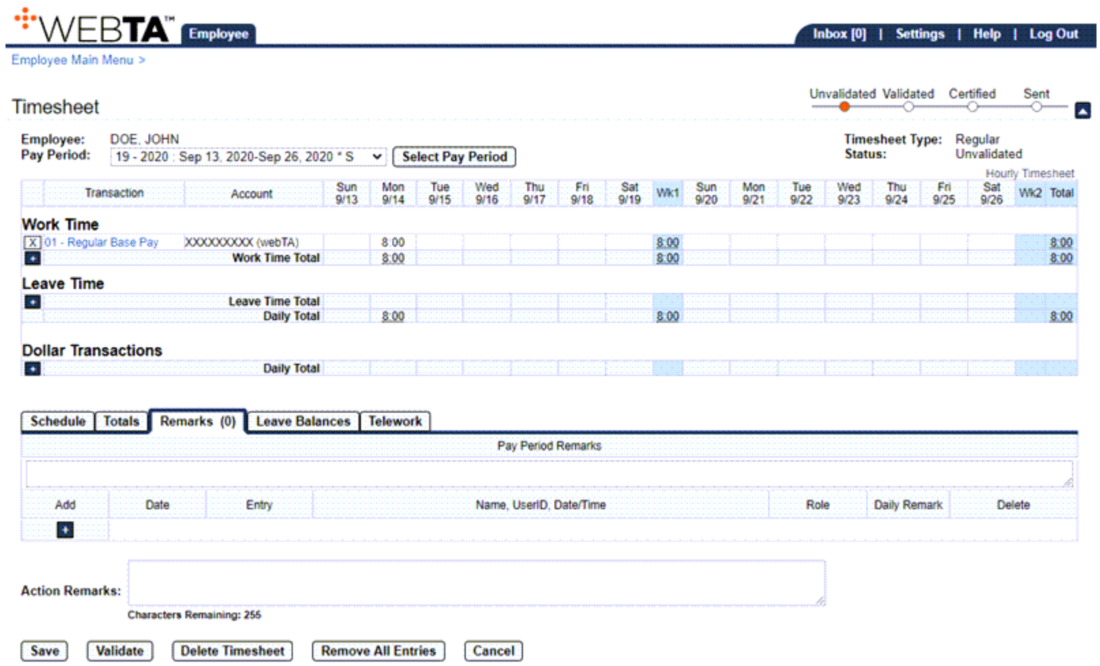


Figure 53: Timesheet Page

3. Enter the remark in the Pay Period Remarks field.

4. Select the **Save** button. The *Timesheet saved* message is displayed.

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you have made
Select the **Delete Timesheet** button	Deletes the timesheet after you accept a confirmation message
Select the **Remove All Entries** button	Removes all entries after you accept a confirmation message
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

To Delete a Pay Period Remark:

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

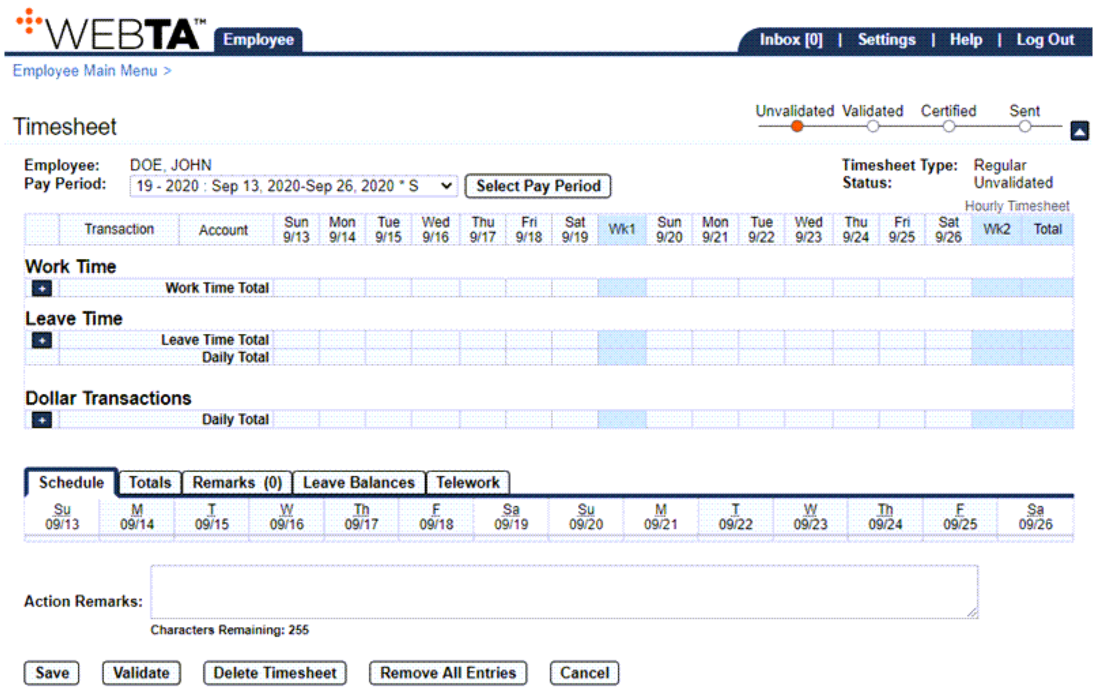


Figure 54: Timesheet Page

2. Select the ***Remarks*** tab. The Pay Period Remarks field is displayed.

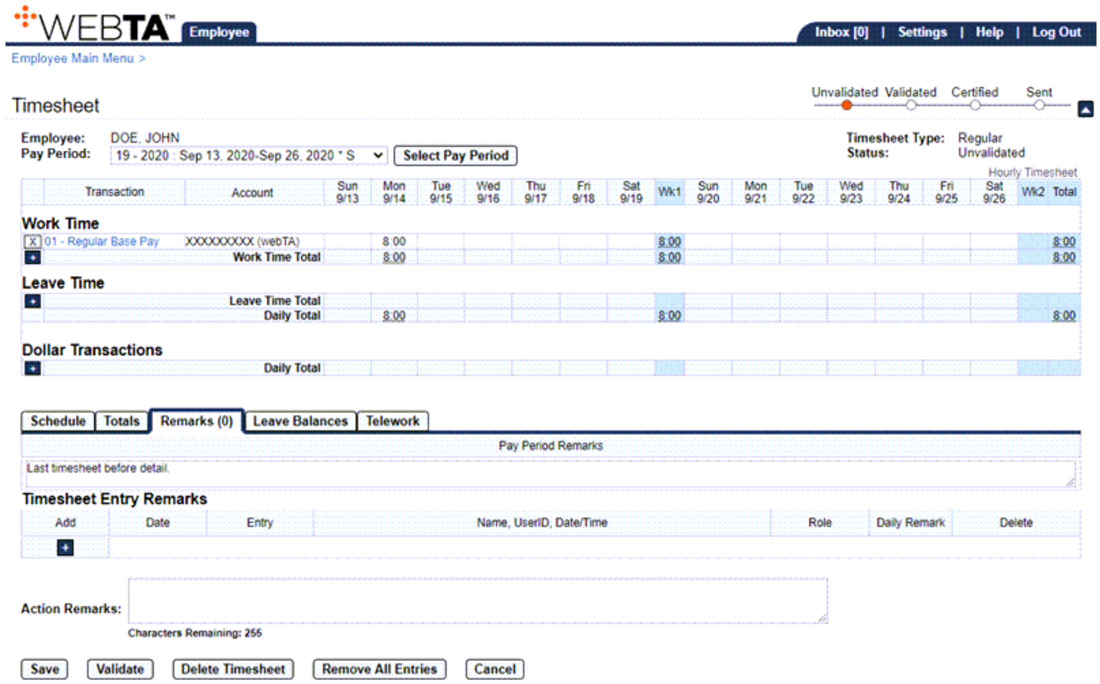


Figure 55: Timesheet Page - Deleting Pay Period Remark

3. Remove the remark from the Pay Period Remarks field.

4. Select the **Save** button. The message *Timesheet saved* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you have made
Select the **Delete Timesheet** button	Deletes the timesheet after you accept a confirmation message
Select the **Remove All Entries** button	Removes all entries after you accept a confirmation message
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Leave Requests

The Leave Requests page is used to submit leave requests. Leave requested for the current pay period will populate to the timesheet when the leave request is approved. Leave requests submitted and approved for a future pay period will populate to the timesheet when the timesheet is created. Separate leave requests must be submitted for different types of leave.

This section includes the following topics:

Adding a Leave Request

The Leave Request page is used to submit leave requests.

To Submit a Leave Request:

1. Select the ***Leave Requests*** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

Note: Select the **View Calendar** button to view leave requests in a calendar format.

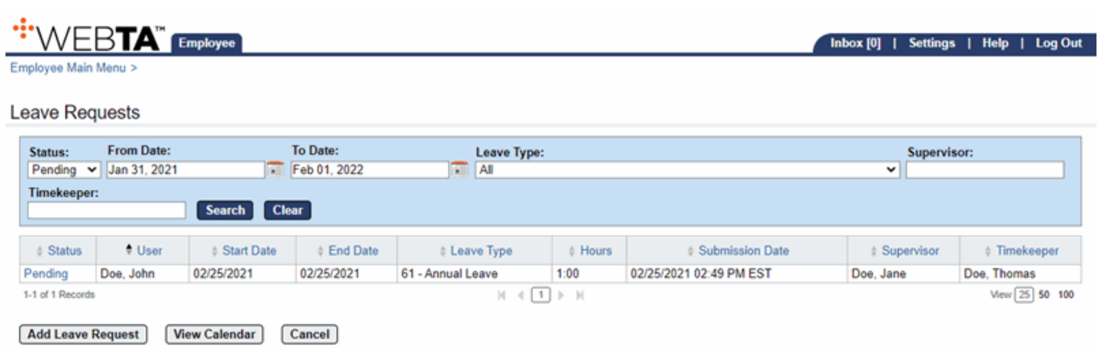
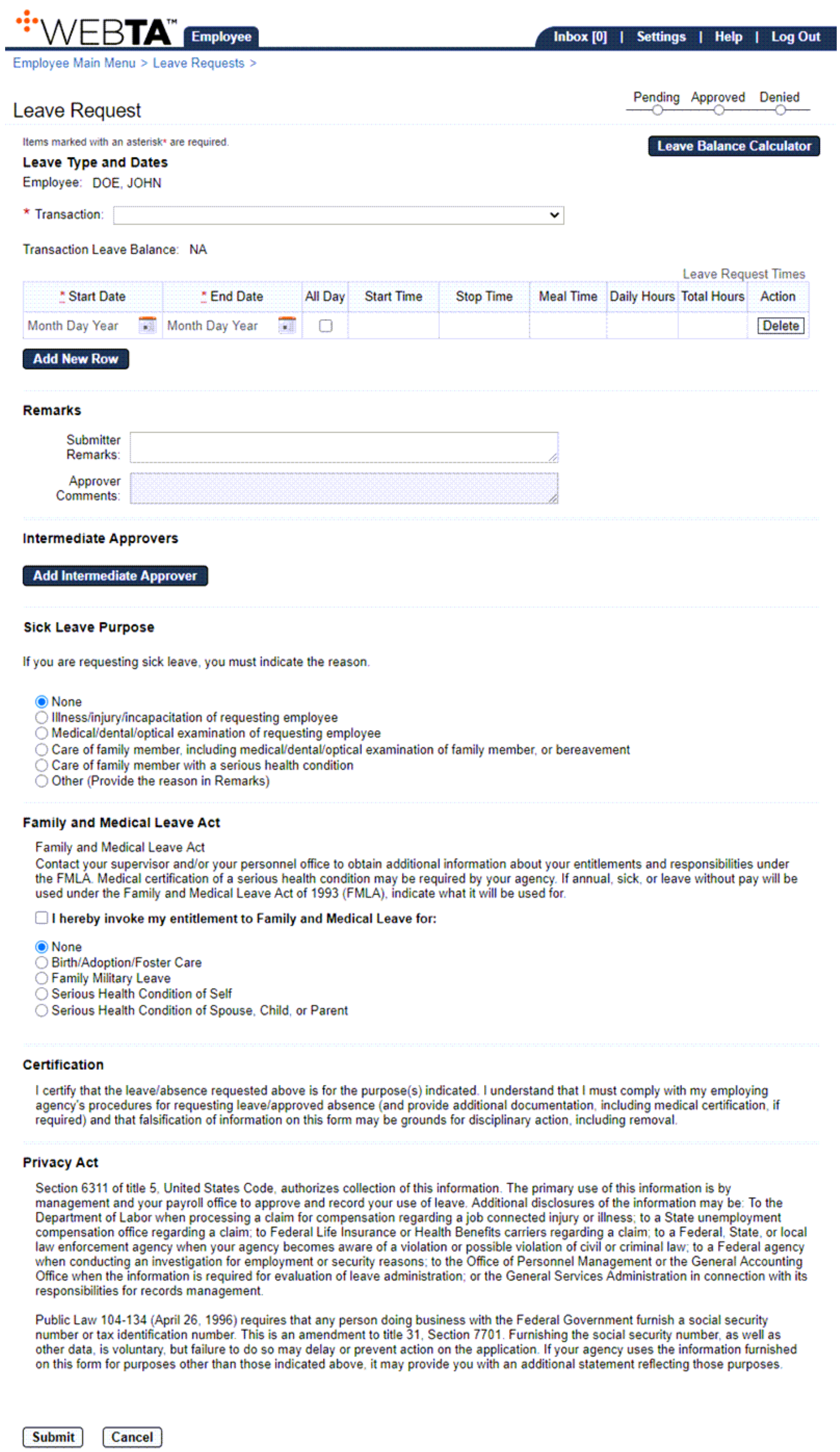


Figure 56: Leave Requests Page

2. Select the **Add Leave Request** button. The Leave Request page is displayed.

Note: The Leave Balance Calculator is available to project leave balances.

Note: The Transaction Leave Balance field will be populated after selecting the transaction code.



WEBTA™ Employee — Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Leave Request

Pending Approved Denied

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: DOE, JOHN

* Transaction:

Transaction Leave Balance: NA

Leave Request Times

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year							Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Intermediate Approvers

Add Intermediate Approver

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Submit Cancel

Figure 57: Leave Request Page

3. Complete the following fields:

   Transaction (see "***Transaction Field Instruction - Leave Request (Required)***" on page 142)

   Start Date (see "***Start Date Field Instruction (Required)***" on page 139)

   End Date (see "***End Date Field Instruction (Required)***" on page 131)

   All Day (see "***All Day Field Instruction***" on page 129)

   Start Time (see "***Start Time Field Instruction (Required)***" on page 139)

   Stop Time (see "***Stop Time Field Instruction***" on page 140)

   Meal Time (see "***Meal Time Field Instruction***" on page 134)

   Daily Hours (see "***Daily Hours Field Instruction***" on page 130)

   Note: Select the **Add New Row** button to add additional leave request entries to this request.

   Submitter Remarks (see "***Submitter Remarks Field Instruction***" on page 140)

   Sick Leave Purpose (see "***Sick Leave Purpose Field Instruction***" on page 138)

   Family and Medical Leave Act (see "***Family and Medical Leave Act Field Instruction***" on page 132)

   Note: Select the **Add Intermediate Approver** button to select an intermediate approver.

4. Select the **Submit** button. The message *Leave request successfully updated* is displayed. The request is routed to the appropriate supervisor for approval and will populate to the timesheet when approved. The Activity Log is now displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page.
Select the ***Employee*** tab	Returns you to the Employee Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Editing a Leave Request

Pending leave requests may be edited. If the leave request has been approved, the employee must have the supervisor revert the leave request back to **`Pending`** before the leave request may be edited.

To Edit a Leave Request:

1. Select the ***Leave Requests*** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

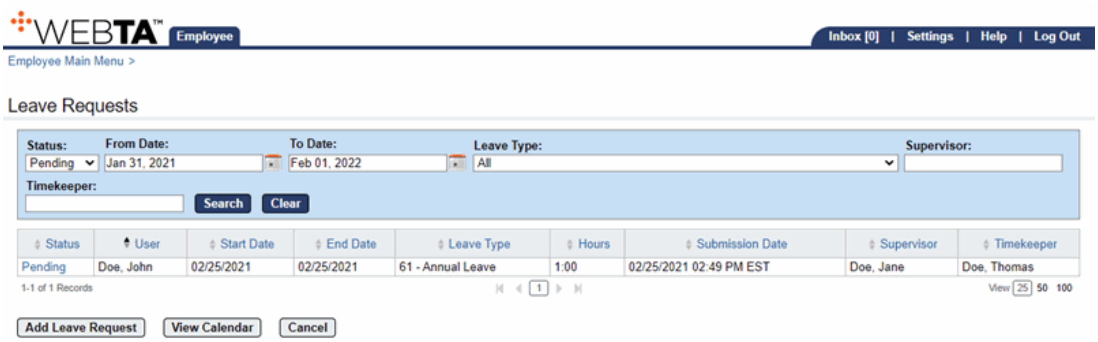
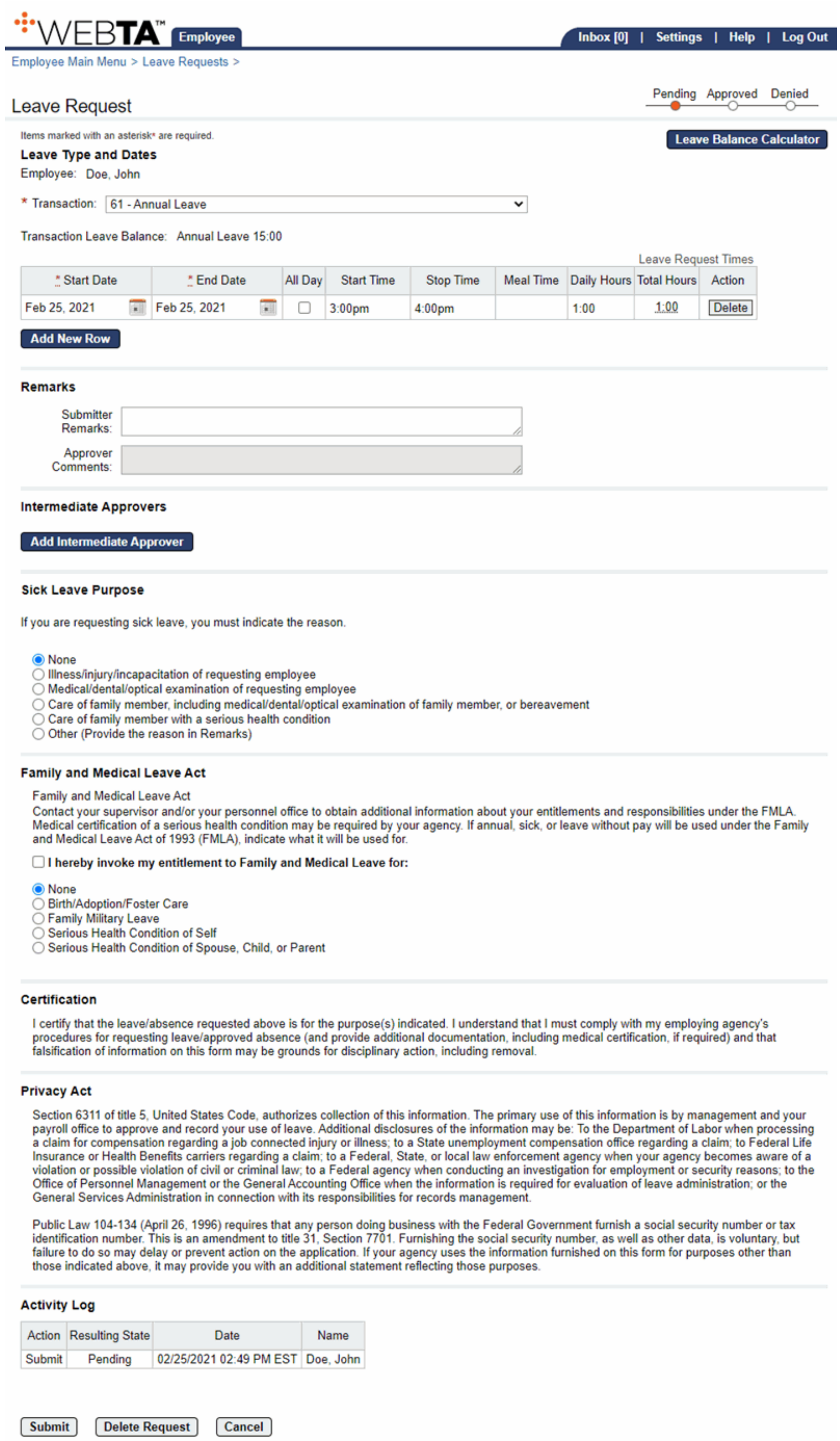


Figure 58: Leave Requests Page

2. Select the link for the leave request to be edited. The applicable leave request is displayed.



WEBTA™ Employee — Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Leave Request — Pending / Approved / Denied

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: Doe, John

* Transaction: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 15:00

Leave Request Times

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Feb 25, 2021	Feb 25, 2021	☐	3:00pm	4:00pm		1:00	1:00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Intermediate Approvers

Add Intermediate Approver

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- (•) None
- ( ) Illness/injury/incapacitation of requesting employee
- ( ) Medical/dental/optical examination of requesting employee
- ( ) Care of family member, including medical/dental/optical examination of family member, or bereavement
- ( ) Care of family member with a serious health condition
- ( ) Other (Provide the reason in Remarks)

Family and Medical Leave Act

Family and Medical Leave Act
Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ **I hereby invoke my entitlement to Family and Medical Leave for:**

- (•) None
- ( ) Birth/Adoption/Foster Care
- ( ) Family Military Leave
- ( ) Serious Health Condition of Self
- ( ) Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Submit	Pending	02/25/2021 02:49 PM EST	Doe, John

Submit | Delete Request | Cancel

Figure 59: Leave Request Page - Editing

3. Make the applicable changes.

4. Select the **Submit** button to submit the changes. The message *Leave request successfully updated* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page.
Select the ***Employee*** tab	Returns you to the Employee Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Deleting a Leave Request

Pending leave requests may be deleted. If the leave request has been approved, the employee must have the supervisor revert the request back to **`Pending`**.

To Delete a Leave Request:

1. Select the ***Leave Requests*** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests. Use the search filters to search for applicable leave request, if not listed.

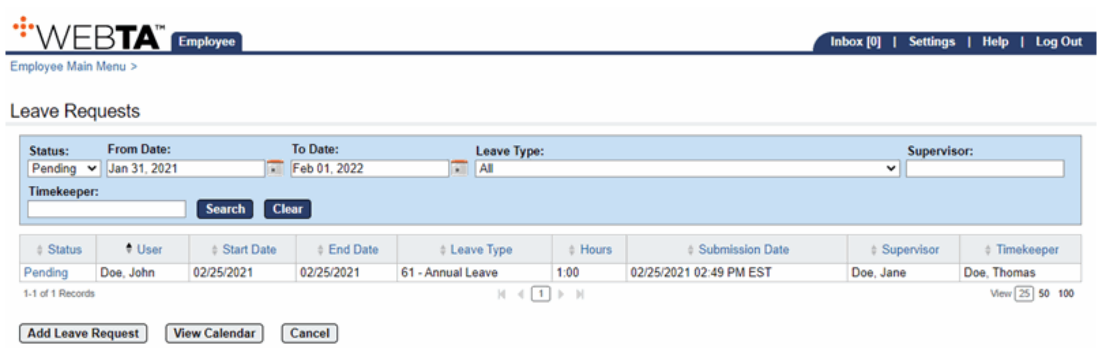


Figure 60: Leave Requests Page

2. Select the link for the leave request to be deleted. The applicable leave request is displayed.

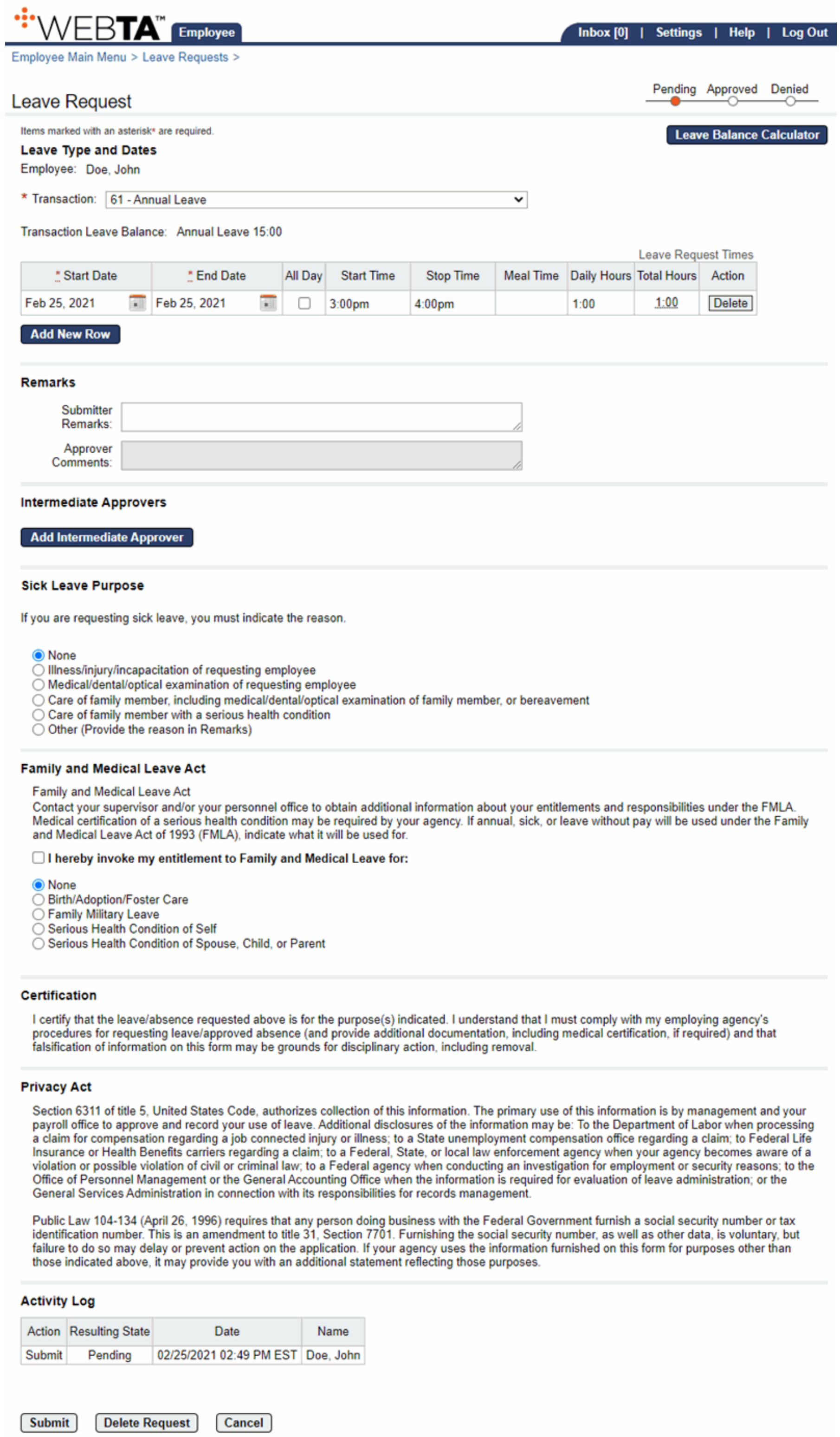


Figure 61: Leave Request Page - Deleting

3. Select the **Delete Request** button to delete the request. The message *Are you sure you want to delete this leave request?* is displayed.

4. Select the **Yes** button to delete the request. The message *Leave request successfully deleted* is displayed. You are returned to the Leave Requests page.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Viewing Your Leave Request History

You may view your current, future, and historical leave requests in a list or calendar format. The Leave Requests page has search filters for specific leave type transaction requests or for leave requests submitted for a specific period of time.

To View Your Leave Request History:

1. Select the ***Leave Requests*** link from the Time section on the Employee Main Menu page. The Leave Request page is displayed defaulting to current and future pending leave requests in a list format.

Note: Select the **View Calendar** button to view the leave requests in a calendar format.

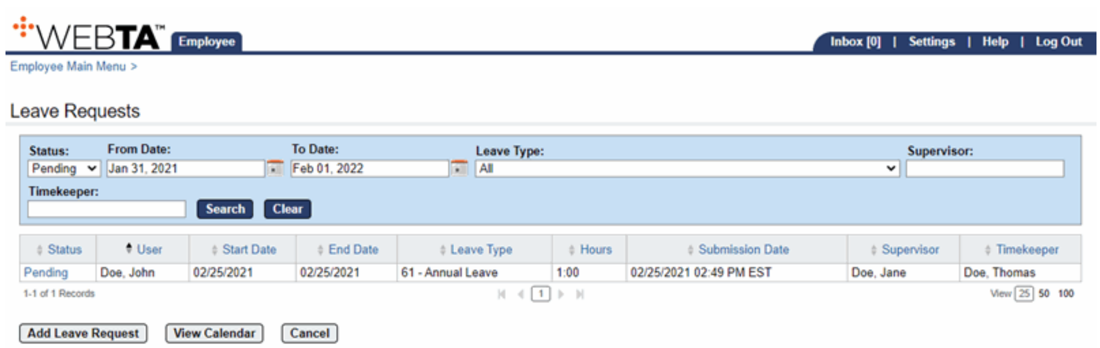


Figure 62: Leave Requests Page

2. Complete the following search filters, if applicable.

   Status (see "***Status Field Instruction***" on page 140)

From Date (see "***From Date Field Instruction***" on page 133)

To Date (see "***To Date Field Instruction***" on page 142)

Leave Type (see "***Leave Type Field Instruction - Search***" on page 134)

Supervisor (see "***Supervisor Field Instruction***" on page 141)

Timekeeper (see "***Timekeeper Field Instruction***" on page 142)

3. Select the **Search** button. The search results are displayed.

Note: Select the link in the Status column to view a specific request.

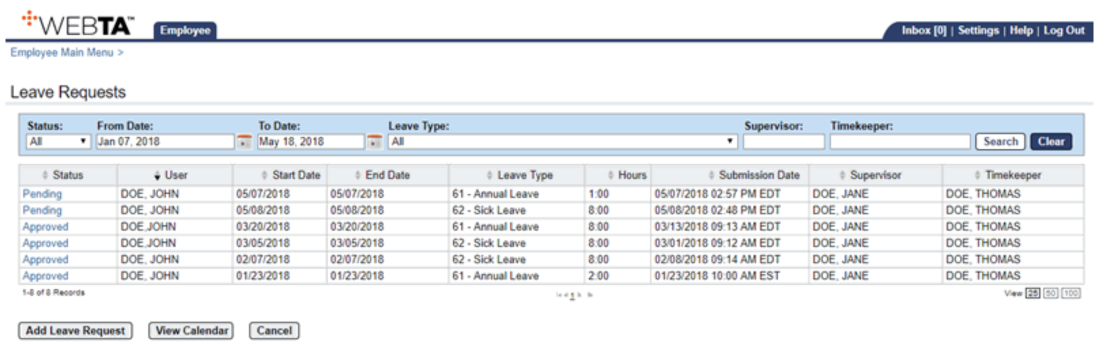


Figure 63: Leave Requests Serach Results Page

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Premium Pay Requests

The Premium Pay Request page is used to submit premium pay requests. Premium pay requested for the current pay period will populate to the timesheet when the request is approved. Premium pay requests submitted and approved for a future pay period will populate to the timesheet when the timesheet is created. Separate premium pay requests must be submitted for different types of premium pay.

This section includes the following topics:

Adding a Premium Pay Request

The Premium Pay Request page is used to add premium pay requests.

To Add a Premium Pay Request:

1. Select the ***Premium Pay Requests*** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending requests.

Note: Select the **View Calendar** button to view premium pay requests in a calendar format.

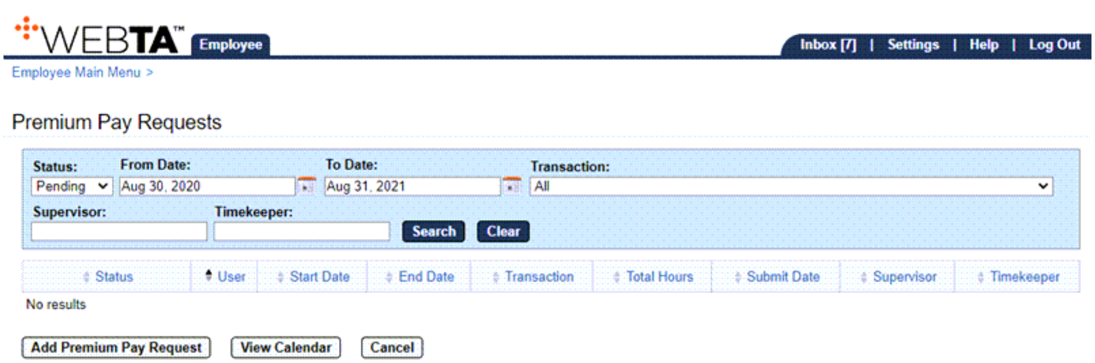


Figure 64: Premium Pay Requests Page

2. Select the **Add Premium Pay Request** button. The Premium Pay Request page is displayed.

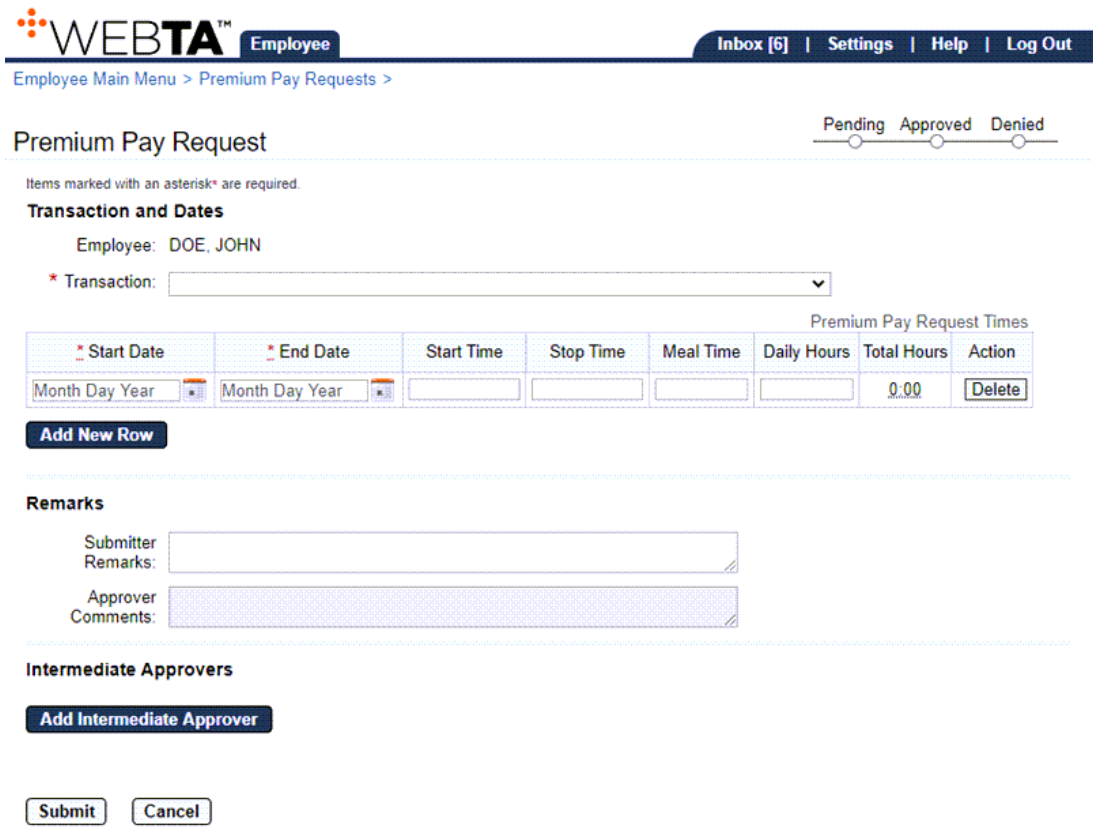


Figure 65: Premium Pay Request Page

3. Complete the following fields:

Transaction (see "***Transaction Field Instruction - Premium Pay Request (Required)***" on page 143)

Start Date (see "***Start Date Field Instruction (Required)***" on page 139)

End Date (see "***End Date Field Instruction (Required)***" on page 131)

Start Time (see "***Start Time Field Instruction (Required)***" on page 139)

Stop Time (see "***Stop Time Field Instruction***" on page 140)

Meal Time (see "***Meal Time Field Instruction***" on page 134)

Daily Hours (see "***Daily Hours Field Instruction***" on page 130)

Note: Select the **Add New Row** button to add additional premium pay request entries to this request.

Submitter Remarks (see "***Submitter Remarks Field Instruction***" on page 140)

Note: Select the **Add Intermediate Approver** button to select an intermediate approver.

4. Select the **Submit** button. The message *Premium pay request successfully updated* is displayed. The request is routed to the appropriate supervisor for approval and will populate to the timesheet when approved. The Activity Log is now displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page.
Select the ***Employee*** tab	Returns you to the Employee Main Menu page.
Select ***Log Out***	Logs you out of webTA.

Editing a Premium Pay Request

Pending premium pay requests may be edited. If the premium pay request has been approved, the employee must have the supervisor revert the request back to **`Pending`** before the request may be edited.

To Edit a Premium Pay Request:

1. Select the ***Premium Pay Requests*** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending requests.

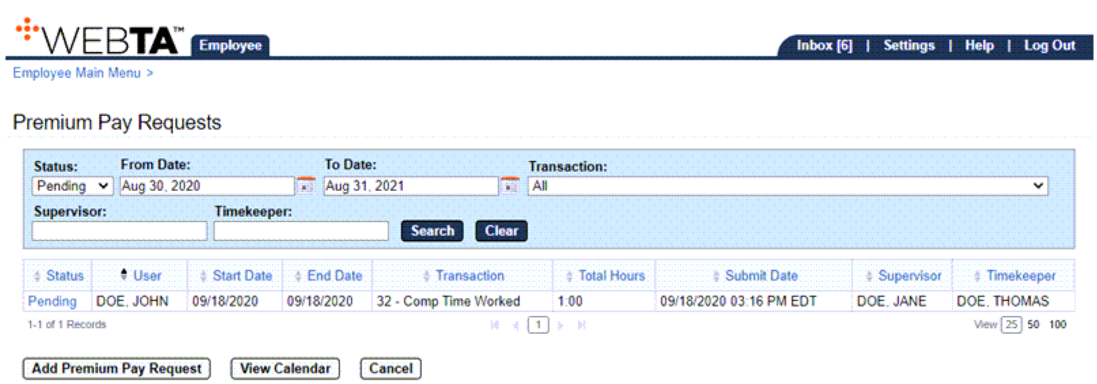


Figure 66: Premium Pay Requests Page - Pending Requests

2. Select the link for the premium pay request to be edited. The applicable premium pay request is displayed.

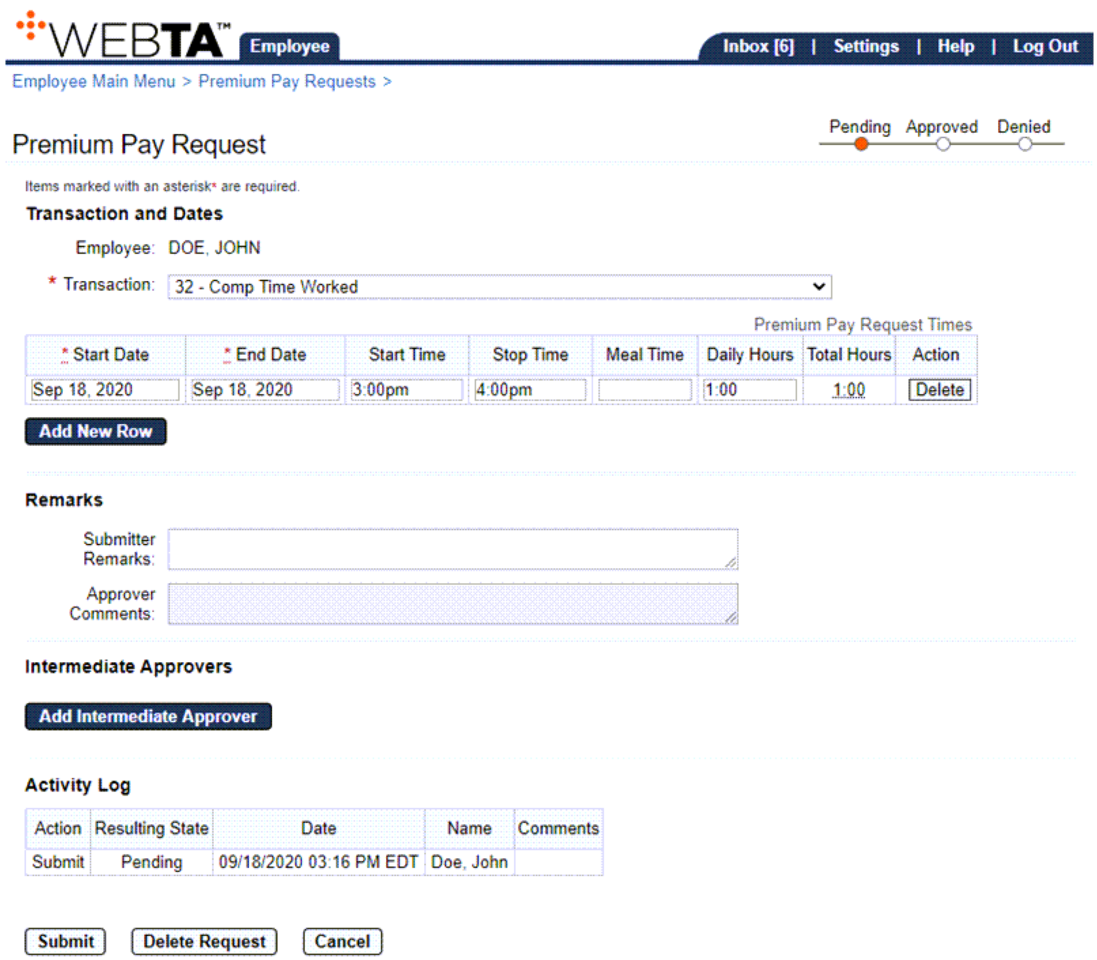


Figure 67: Premium Pay Request Page - Pending

3. Make the applicable changes.

4. Select the **Submit** button to submit the changes. The message *Premium pay request successfully updated* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Deleting a Premium Pay Request

Pending premium pay requests may be deleted. If the premium pay request has been approved, the employee must have the supervisor revert the request back to **`Pending`**.

To Delete a Premium Pay Request:

1. Select the ***Premium Pay*** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending requests.

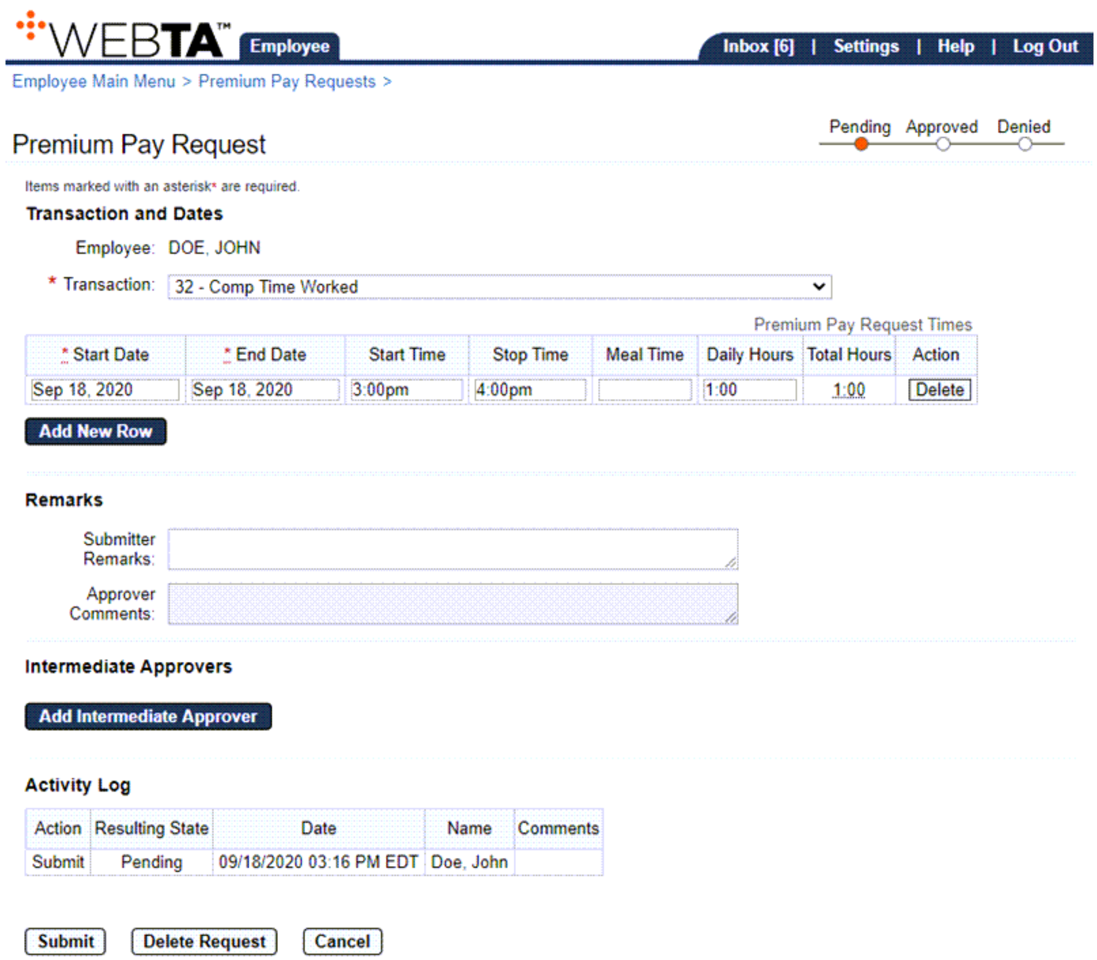


Figure 68: Premium Pay Request Page - Pending

2. Select the link for the premium pay request to be deleted. The applicable premium pay request is displayed.

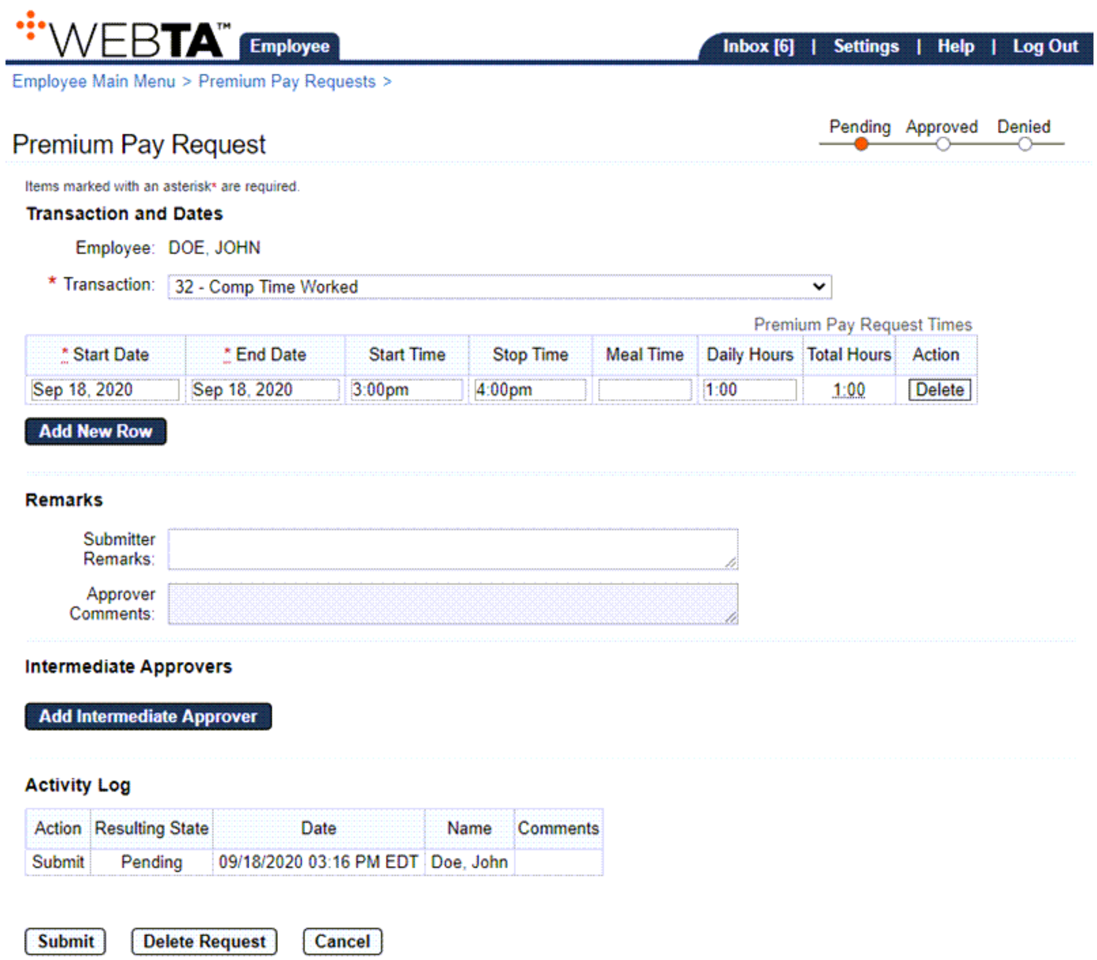


Figure 69: Premium Pay Request Page - Pending

3. Select the **Delete Request** button to delete the request. The message *Are you sure you want to delete this premium pay request?* is displayed.

4. Select the **Yes** button to delete the request. The message *Premium pay request successfully deleted* is displayed. You are returned to the Premium Pay Request page.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page

Step	Description
Select ***Log Out***	Logs you out of webTA

Viewing Your Premium Pay Request History

You may view your current, future, and historical premium pay requests in a list or calendar format. The Premium Pay Requests page has search filters for specific premium pay transaction types of requests or for premium pay requests submitted for a specific period of time.

To View Your Premium Pay Request History:

1. Select the ***Premium Pay Requests*** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending premium pay requests in a list format.

Note: Select the View Calendar button to view the premium pay requests in a calendar format.

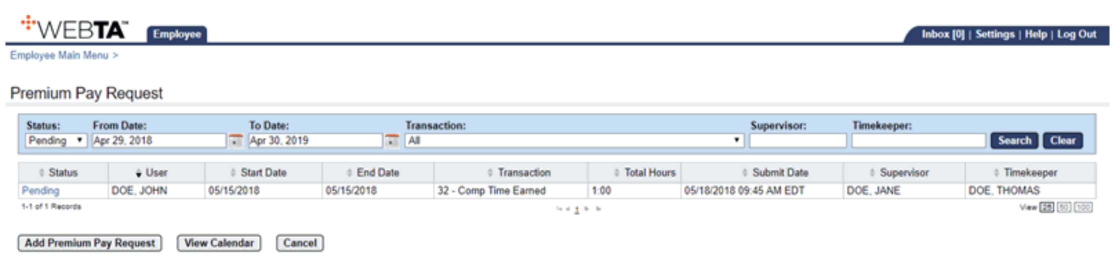


Figure 70: Premium Pay Request Page

2. Complete the following Search filters, if applicable:

   Status (see "***Status Field Instruction***" on page 140)

   From Date (see "***From Date Field Instruction***" on page 133)

   To Date (see "***To Date Field Instruction***" on page 142)

   Transaction (see "***Transaction Field Instruction - Search***" on page 143)

   Supervisor (see "***Supervisor Field Instruction***" on page 141)

   Timekeeper (see "***Timekeeper Field Instruction***" on page 142)

3. Select the **Search** button. The search results are displayed.

Note: Select the link in the Status column to view a specific request.

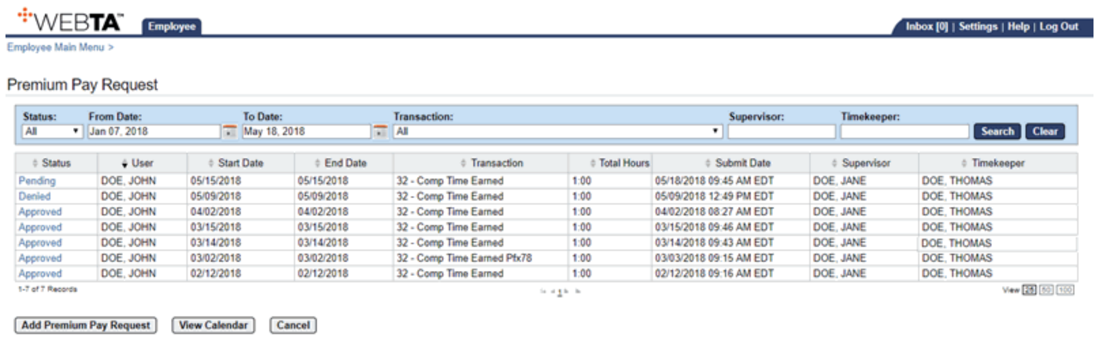


Figure 71: Premium Pay Request Search Results Page

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Telework

Agencies who utilize the Telework license may use webTA to manage telework agreements and requests. Agencies may allow the use of telework on a regular or an intermittent basis. Both types of telework require the employee to complete a telework agreement.

Regular telework is referred to in webTA as regular or routine telework. Employees who telework routinely may use the default schedule or advanced schedule function.

Intermittent telework is referred to in webTA as situational telework. Employees who telework intermittently may submit one-time telework requests. If approved, the hours may be populated to the employee's timesheet. Timekeepers may submit the request on behalf of the employee, if necessary.

This section includes the following topics:

Submitting a Telework Agreement

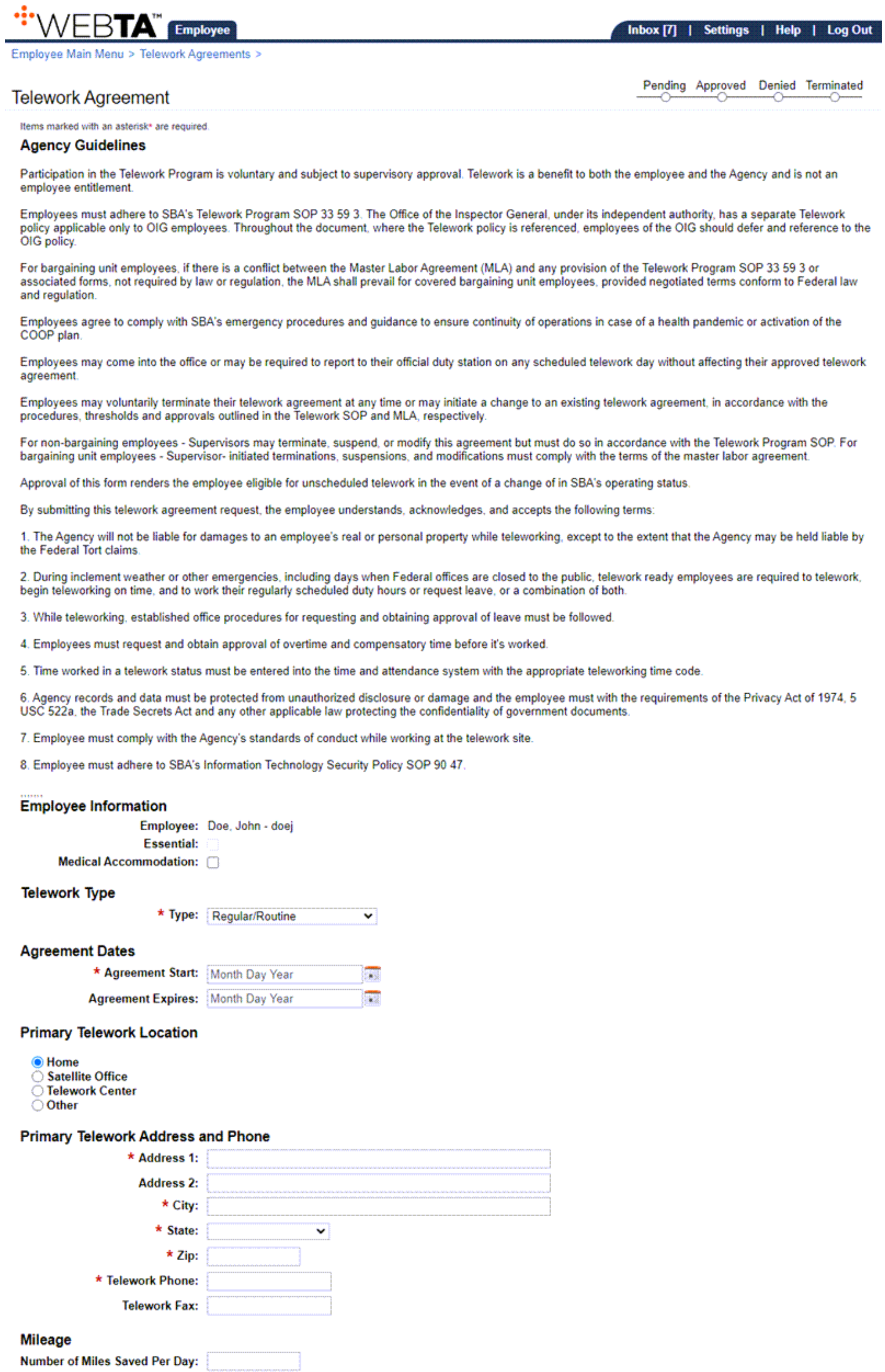
In order for employees to participate in telework, their position must be eligible for telework, and they must submit a telework agreement for supervisor approval.

To Submit a Telework Agreement for Approval:

1. Select ***Telework Agreements*** from the Telework section on the Employee Main Menu page. The Telework Agreements page is displayed.

Figure 72: Telework Agreements Page

2. Select the **Add New Agreement** button. The Telework Agreement page is displayed.



WEBTA Employee | Inbox [7] | Settings | Help | Log Out

Employee Main Menu > Telework Agreements >

Telework Agreement

Pending Approved Denied Terminated

Items marked with an asterisk* are required.

Agency Guidelines

Participation in the Telework Program is voluntary and subject to supervisory approval. Telework is a benefit to both the employee and the Agency and is not an employee entitlement.

Employees must adhere to SBA's Telework Program SOP 33 59 3. The Office of the Inspector General, under its independent authority, has a separate Telework policy applicable only to OIG employees. Throughout the document, where the Telework policy is referenced, employees of the OIG should defer and reference to the OIG policy.

For bargaining unit employees, if there is a conflict between the Master Labor Agreement (MLA) and any provision of the Telework Program SOP 33 59 3 or associated forms, not required by law or regulation, the MLA shall prevail for covered bargaining unit employees, provided negotiated terms conform to Federal law and regulation.

Employees agree to comply with SBA's emergency procedures and guidance to ensure continuity of operations in case of a health pandemic or activation of the COOP plan.

Employees may come into the office or may be required to report to their official duty station on any scheduled telework day without affecting their approved telework agreement.

Employees may voluntarily terminate their telework agreement at any time or may initiate a change to an existing telework agreement, in accordance with the procedures, thresholds and approvals outlined in the Telework SOP and MLA, respectively.

For non-bargaining employees - Supervisors may terminate, suspend, or modify this agreement but must do so in accordance with the Telework Program SOP. For bargaining unit employees - Supervisor- initiated terminations, suspensions, and modifications must comply with the terms of the master labor agreement.

Approval of this form renders the employee eligible for unscheduled telework in the event of a change of in SBA's operating status.

By submitting this telework agreement request, the employee understands, acknowledges, and accepts the following terms:

1. The Agency will not be liable for damages to an employee's real or personal property while teleworking, except to the extent that the Agency may be held liable by the Federal Tort claims.

2. During inclement weather or other emergencies, including days when Federal offices are closed to the public, telework ready employees are required to telework, begin teleworking on time, and to work their regularly scheduled duty hours or request leave, or a combination of both.

3. While teleworking, established office procedures for requesting and obtaining approval of leave must be followed.

4. Employees must request and obtain approval of overtime and compensatory time before it's worked.

5. Time worked in a telework status must be entered into the time and attendance system with the appropriate teleworking time code.

6. Agency records and data must be protected from unauthorized disclosure or damage and the employee must with the requirements of the Privacy Act of 1974, 5 USC 522a, the Trade Secrets Act and any other applicable law protecting the confidentiality of government documents.

7. Employee must comply with the Agency's standards of conduct while working at the telework site.

8. Employee must adhere to SBA's Information Technology Security Policy SOP 90 47.

Employee Information

Employee: Doe, John - doej
Essential:
Medical Accommodation:

Telework Type

* Type: Regular/Routine

Agreement Dates

* Agreement Start: Month Day Year
Agreement Expires: Month Day Year

Primary Telework Location

Home
Satellite Office
Telework Center
Other

Primary Telework Address and Phone

* Address 1:
Address 2:
* City:
* State:
* Zip:
* Telework Phone:
Telework Fax:

Mileage

Number of Miles Saved Per Day:

Figure 73: Telework Agreement Agency Guidelines Page

3. Read the Agency Guidelines and complete the following fields:

Medical Accommodation (see "***Medical Accommodation Field Instruction***" on page 134)

Telework Type (see "***Telework Type Field Instruction (Required)***" on page 141)

Agreement Start (see "***Agreement Start (Required)***" on page 129)

Agreement Expires (see "***Agreement Expires Field Instruction***" on page 128)

Primary Telework Location (see "***Primary Telework Location Field Instruction***" on page 137)

Address 1 (see "***Address 1 Field Instruction (Required)***" on page 128)

Address 2 (see "***Address 2 Field Instruction - Telework***" on page 128)

City (see "***City Field Instruction (Required)***" on page 130)

State (see "***State Field Instruction (Required)***" on page 140)

Zip (see "***Zip Field Instruction (Required)***" on page 144)

Telework Phone (see "***Telework Phone Field Instructions (Required)***" on page 141)

Telework Fax (see "***Telework Fax Field Instruction***" on page 141)

Number of Miles Saved Per Day (see "***Number of Miles Saved Per Day Field Instruction***" on page 135)

4. Complete the telework requirements by reading the requirement, checking the checkbox, and entering the date or selecting the date from the calendar icon.

Note: The bottom section contains requirements to be completed by the approving official.

Requirements Completed

Requirement	Date
* ☐ PRIVACY ACT AUTHORIZATION - I understand when I work from home (or other alternate worksite), the Agency must be able to contact me during the business day. I further understand a requirement of my participation in this program is that information relative to contacting me must be provided to the Agency on a voluntary basis. I understand my personal (home) electronic mail address and my personal (home or portable) telephone number(s) are generally protected from public disclosure under the Privacy Act of 1974, 5 U.S.C. 552a (1994 & Supp. II 1996)(amended 1997, 5 U.S.C.A. 552a (West Supp. 1998)). To satisfy the requirements for participation in the Telework Agreement, I hereby authorize the SBA to disclose my personal e-mail address and personal telephone number(s) to my immediate supervisors (immediate and hierarchical), other agency (SBA) employees (as determined by my immediate supervisor) and to outside (non-SBA) persons (to be determined by me before disclosure in conjunction with my immediate supervisor) which I have voluntarily provided to the Agency for the sole and limited purpose of teleworking to conduct Agency work	* Date: Month Day Year
* ☐ TERMS - I acknowledge that I must work from the primary telework location indicated on this form unless prior approval is obtained from the supervisor to deviate from this worksite	Date: Month Day Year
* ☐ TERMS - I agree to report any injury that I incur while teleworking to my supervisor immediately, provide details of the accident or injury, and complete the Worker's Compensation forms if applicable	Date: Month Day Year
* ☐ TERMS - I agree to safeguard the privacy and security of sensitive data and adhere to all applicable directives on information, computer, and operations security while teleworking	Date: Month Day Year
* ☐ TERMS - I understand that while teleworking I am responsible for contacting my supervisor immediately if problems arise at my alternate worksite which adversely affect my ability to perform work	Date: Month Day Year
* ☐ REQUIREMENT - Employee has completed the required telework training and has provided the certificate of completion for verification	* Date: Month Day Year
* ☐ REQUIREMENT - Employee has provided a completed and signed Self Certification Checklist for Teleworking (SBA Form 2193) or Alternate Worksite Safety Checklist (for OIG employees). I, as the recommending official, find that according the answers provided by the employee on this form, that their alternate worksite meets the minimum Federal government safety standards	* Date: Month Day Year
* ☐ Test	* Date: Month Day Year

☐ AUTHORIZATION - As the recommending official, I have obtained the written approval for this telework agreement request from the Authorizing Official

☐ ELIGIBILITY - Employee has a proven or expected performance rating of level 3 or higher

☐ ELIGIBILITY - Employee has completed the required probationary or trial period, or I have obtained authorization from the authorizing official to waive this requirement

☐ ELIGIBILITY - Employee has not been officially disciplined (i.e., in receipt of a decision letter or a SF-50 documenting a formal disciplinary or adverse action) for be being absent without leave (AWOL) for more than 5 days in any calendar year during the tenure as an SBA employee

☐ ELIGIBILITY - Employee has not been officially disciplined for charges related to misuse of a government computer, or for violations of the Standards of Ethical Conduct for Employees of the Executive Branch (subpart G) for reviewing, downloading, or exchanging pornography, including child pornography, while on a Federal Government computer or while performing official Federal Government duties

☐ ELIGIBILITY - Employee is not on a form of leave restriction

☐ ELIGIBILITY - The employee has indicated that they have access to the required technological components and equipment to perform the work at the telework location

☐ ELIGIBILITY - The employee is not an intern, trainee, student assistant, summer hire, or volunteer

☐ ELIGIBILITY - The employee's Official Personnel Folder (OPF) does not have a formal disciplinary or adverse action (e.g., an SF-50) dated within 6 months of the period directly preceding the application for telework, as verified by designated SHRO staff

☐ SUITABILITY - The employee's position does not require daily access to secure or classified materials

☐ SUITABILITY - The employee's position, duties, facilities, and equipment are suitable for telework

Figure 74: Telework Agreement Page - Requirements Completed Section

5. Complete the telework schedule by checking the applicable boxes representing telework and office days, and enter any applicable Schedule Notes.

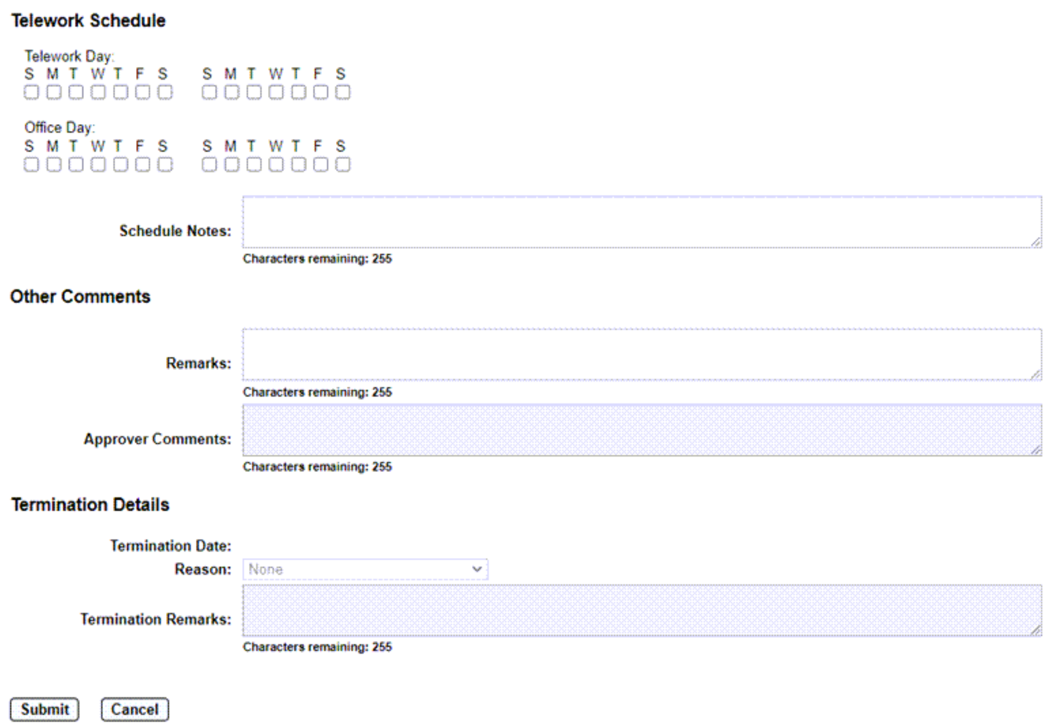


Figure 75: Telework Agreement Page - Telework Schedule Section

6. Enter any comments in the Remarks field.

7. Select the **Submit** button. A message is displayed stating the telework agreement was successfully submitted.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Submitting a Telework Request

Employees who telework intermittently may submit one-time telework requests. The request is routed to the supervisor for approval, and, if approved, the hours may be populated in the employee's timesheet. Timekeepers may submit telework requests on behalf of employees.

To Submit a Telework Request for Approval:

1. Select ***Telework Request*** from the Telework section on the Employee Main Menu page. The Telework Requests page is displayed.

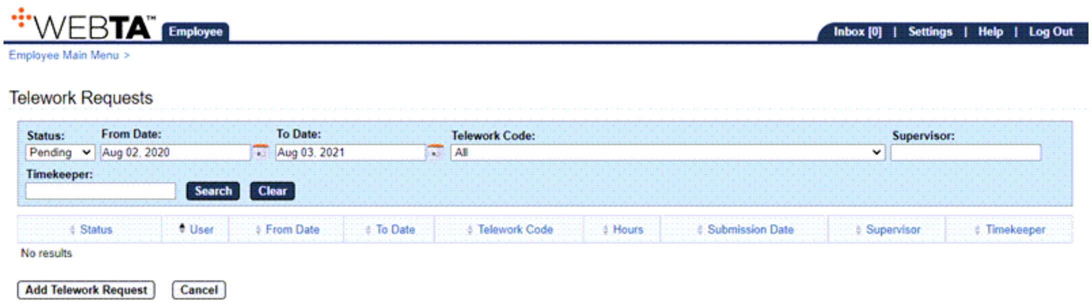


Figure 76: Telework Requests Page

2. Select the **Add Telework Request** button. The Telework Request page is displayed.

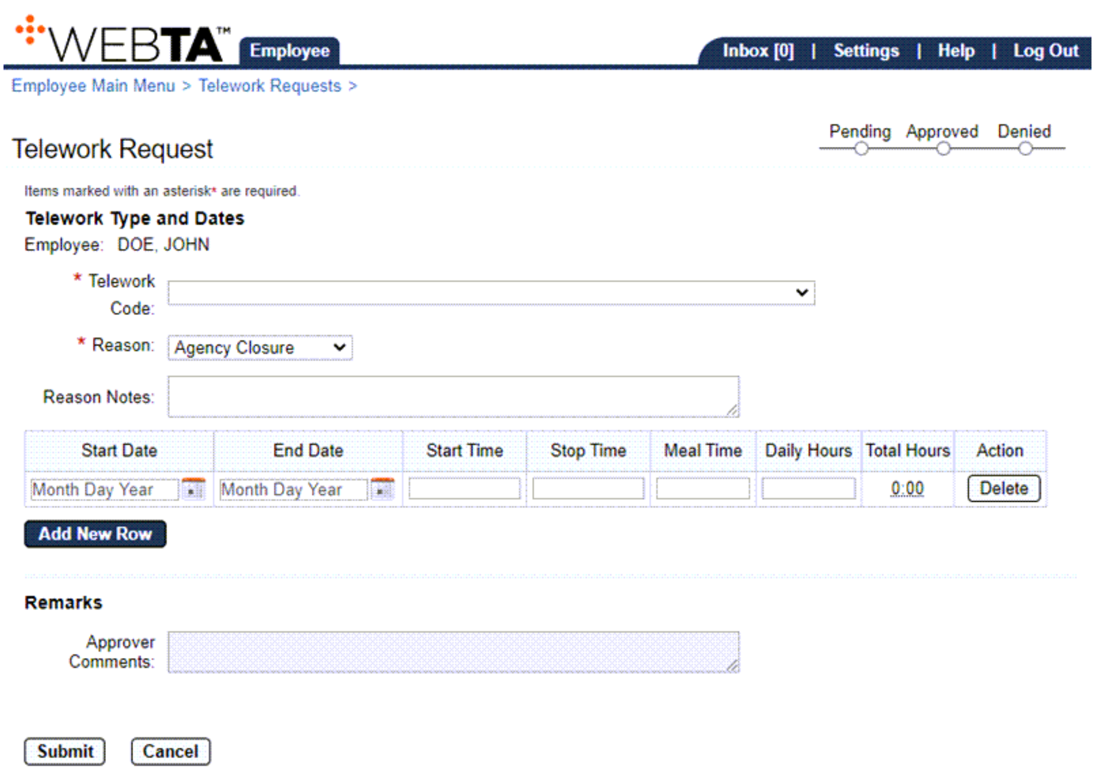


Figure 77: Telework Request Page

3. Complete the following fields:

Telework Code (see "***Telework Code Field Instruction (Required)***" on page 141)

Reason (see "***Reason Field Instruction (Required)***" on page 137)

Reason Notes (see "***Reason Notes Field Instruction***" on page 137)

Start Date (see "***Start Date Field Instruction (Required)***" on page 139)

End Date (see "***End Date Field Instruction - Requests (Required)***" on page 131)

Start Time (see "***Start Time Field Instruction (Required)***" on page 139)

Stop Time (see "***Stop Time Field Instruction***" on page 140)

Meal Time (see "***Meal Time Field Instruction***" on page 134)

Daily Hours (see "***Daily Hours Field Instruction***" on page 130)

4. Select the **Submit** button. A message is displayed that the request was successfully updated.

Note: If there is not an approved telework agreement in place, a message will be displayed, and you will be unable to submit the telework request.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Processed Timesheets

The Processed Timesheets page is used to view timesheets that have already been processed by NFC.

To View Your Processed Timesheets:

1. Select the ***Processed Timesheets*** link from the Time section on the Employee Main Menu page. The Processed Timesheets page is displayed defaulting to the current year.

Note: To change the year, select the applicable year from the drop-down list.

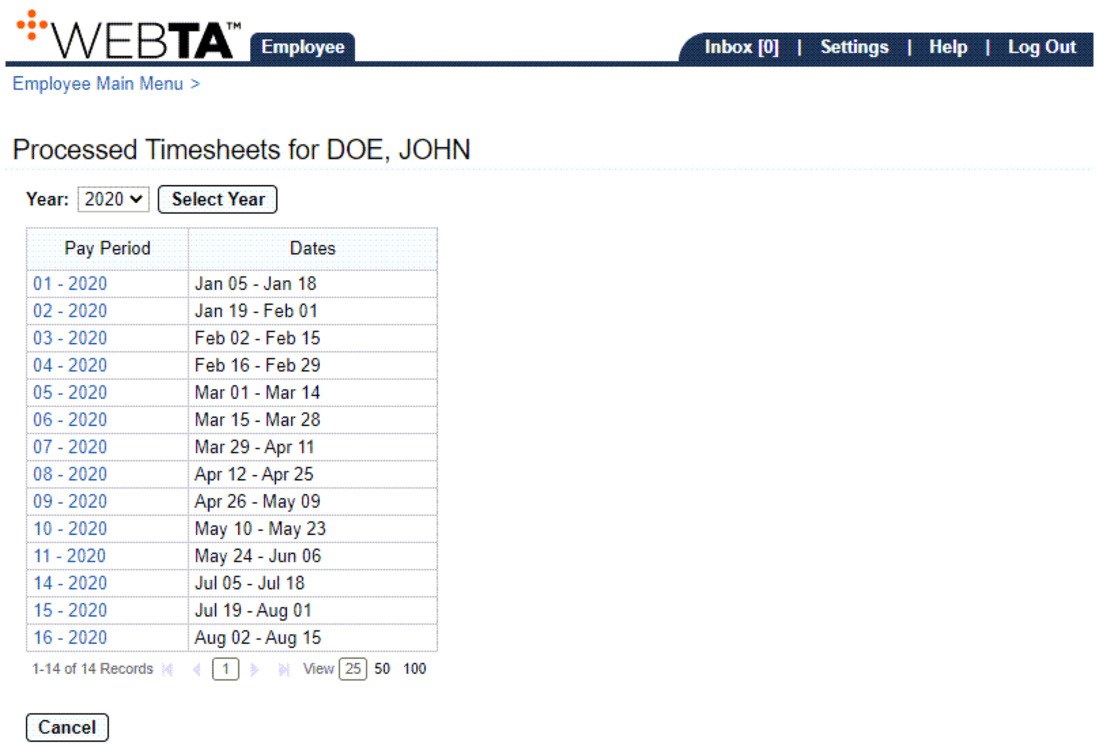


Figure 78: Processed Timesheets Page

2. Select the applicable timesheet to view. The timesheet is displayed.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Reports

The Reports page allows employees to run Leave Audit reports. The Leave Audit report displays leave balances and adjustments for a specific type of leave within a designated range of pay periods.

To Run a Leave Audit Report:

1. Select ***Reports*** on the Employee Main Menu. The Reports page is displayed.

Figure 79: Reports Page

2. Select the ***Leave Audit*** link. The Leave Audit Report Parameters page is displayed.

Figure 80: Leave Audit Report Parameters Page

3. Complete the following fields:

Report Header (see "***Report Header Field Instruction***" on page 137)

From PP (see "***From PP Field Instruction***" on page 133)

To PP (see "***To PP Field Instruction***" on page 142)

Leave Type (see "***Leave Type Field Instruction - Search***" on page 134)

4. Select the **Run Report** button to run the report. The Leave Audit report is displayed.

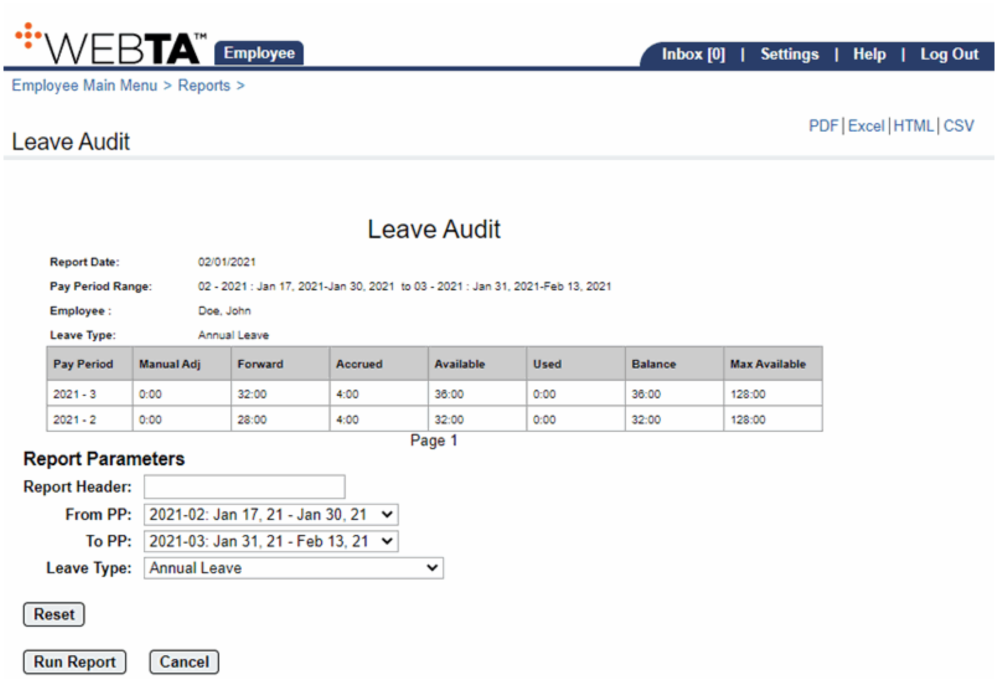


Figure 81: Leave Audit Report

5. Select the ***PDF*** link to save/view the report as portable document format (PDF).

OR

Select the ***Excel*** link to save/view the report as an Excel spreadsheet.

OR

Select the ***HTML*** link to save the report in hypertext markup language (HTML).

OR

Select the ***CSV*** link to save/view the report in a comma-separated values (CSV) format.

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Reports page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Accounting

The Accounts page displays accounting codes available to you and your timekeeper.

To Add an Account for Use with the Select Account Link:

1. Select the ***Accounts*** link from the Accounting section on the Employee Main Menu page. The Accounts page is displayed. The Timekeeper Accounts lists accounts added by the timekeeper. My Accounts lists accounts added by the employee.

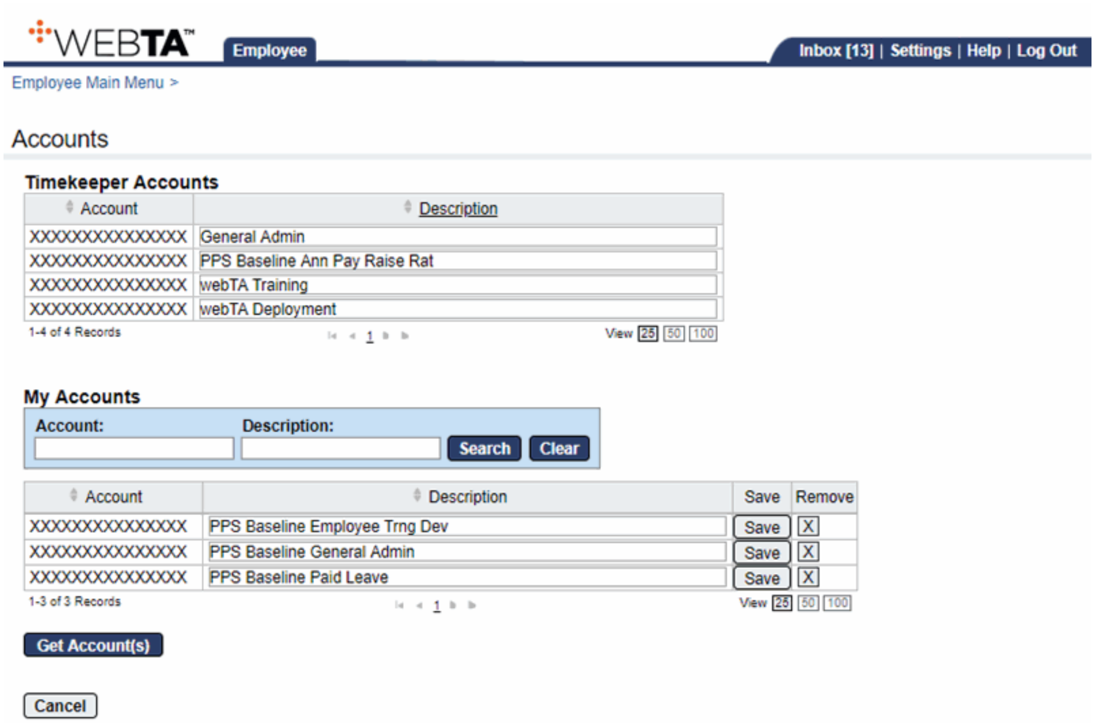


Figure 82: Accounts Page

2. Select the **Get Account(s)** button. The Select Accounts page is displayed.

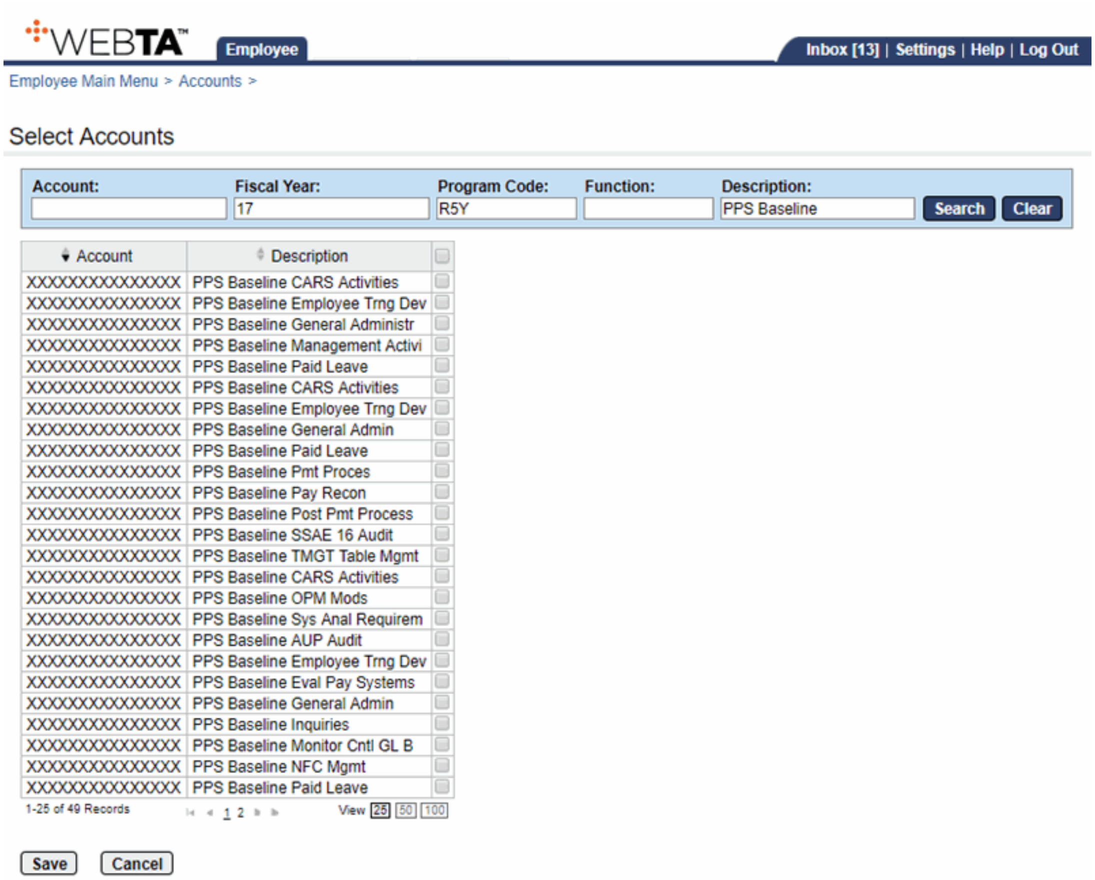


Figure 83: Select Accounts Page

3. Search for or select the applicable account.

4. Select the **Save** button to save the accounting code and return to the Accounts page. The message *Successfully added account* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Schedules

Depending on your Agency's implementation of webTA, two types of schedules may be available: default and advanced. Employees may create and maintain default schedules, but timekeepers must create and maintain an employee's advanced schedule.

The Timesheet Detail page must have the **`Pay from Schedule`** selected in the Retain Date Type field in order for the scheduled TCs and accounting codes to be displayed on the timesheet.

This section includes the following topics:

Advanced Schedules

Advanced schedules allow employees to utilize features, such as scheduling regular days off and setting temporary schedules. The timekeeper must add and submit advanced schedules for employees. Advanced schedules must be approved or denied by a supervisor. Employees have read-only access to viewing advanced schedules.

Advanced schedules may be set as permanent or temporary. A permanent schedule is an employee's regular day-to-day schedule. A temporary schedule could be set for an employee for a specific length of time with a beginning and ending date. With either schedule, the total hours must match the duty hours in the employee's timesheet profile. webTA applies the permanent schedule every pay period unless a temporary schedule has been submitted and approved. When the approved temporary schedule ends, webTA automatically reverts back to the permanent schedule.

To view your advanced schedule, select the ***Schedule*** link from the Schedule section on the Employee Main Menu page. The Schedule page is displayed.

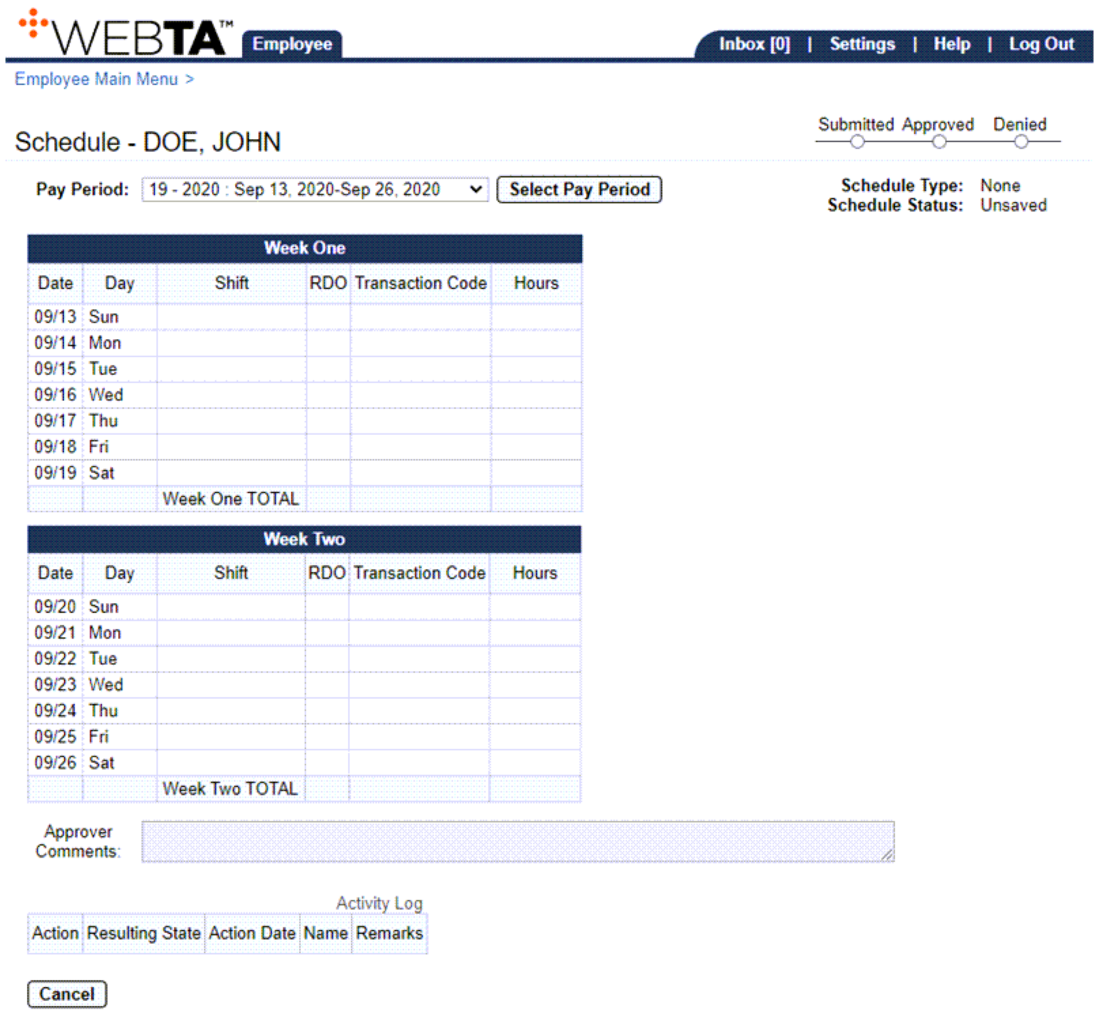


Figure 84: Advanced Schedule Page

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Schedule Assignment page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Default Schedules

Default schedules may be used for employees who use the same hours and accounting each pay period. Default schedules do not include features available in advanced schedules, such as regular days off, temporary schedules, additional pay period options, and a supervisor approval process. The default schedule is displayed on the Schedule tab of the employee's timesheet. If **`Pay from Schedule`** is selected in the Retain Data Type field on the Timesheet Detail page, the TCs and accounting codes are displayed on the timesheet. Employees add and maintain their default schedule, but timekeepers are allowed to add for their employees, if necessary.

Note: If the employee's actual work entries differ from the schedule entries, the employee may edit the timesheet.

To Add a Default Schedule:

1. Select ***Default Schedule*** link from the Time section on the Employee Main Menu page. The Default Schedule page is displayed.

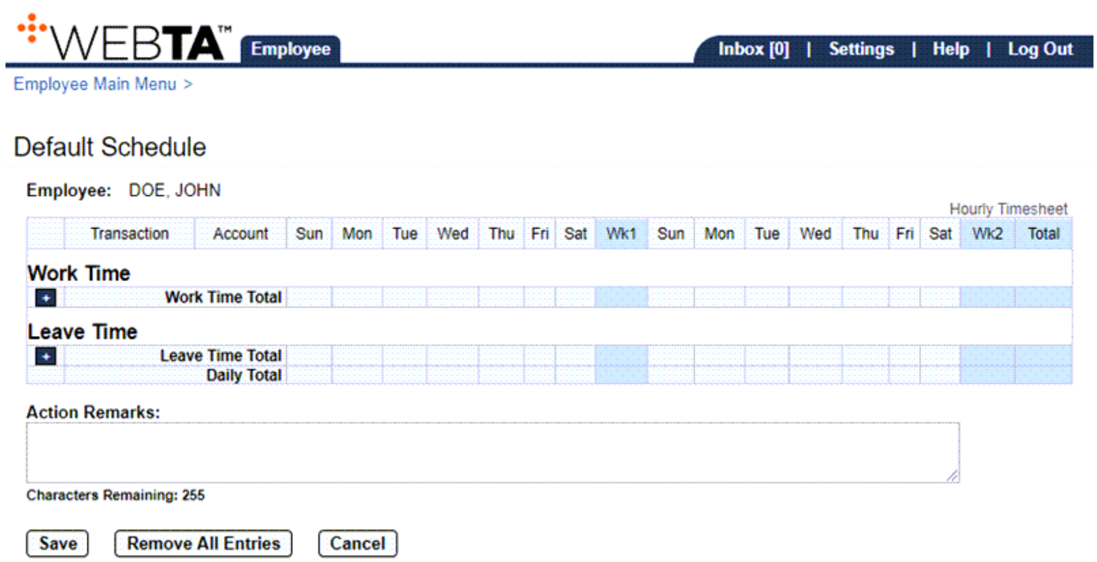


Figure 85: Default Schedule Page

2. Select the **+** (plus sign) in the Work Time Total row of the Work Time section. The Transaction field is populated with the first transaction in the drop-down list and the Account field is populated with **`Select Account`**.

3. Select the transaction code link to change the TC. The Select Work Time Transaction popup appears.

Figure 86: Select values for this entry... Popup

4. Select the applicable TC from the drop-down list.

5. Select the **Select Work Time Transaction** button to save the TC and return to the Default Schedule page.

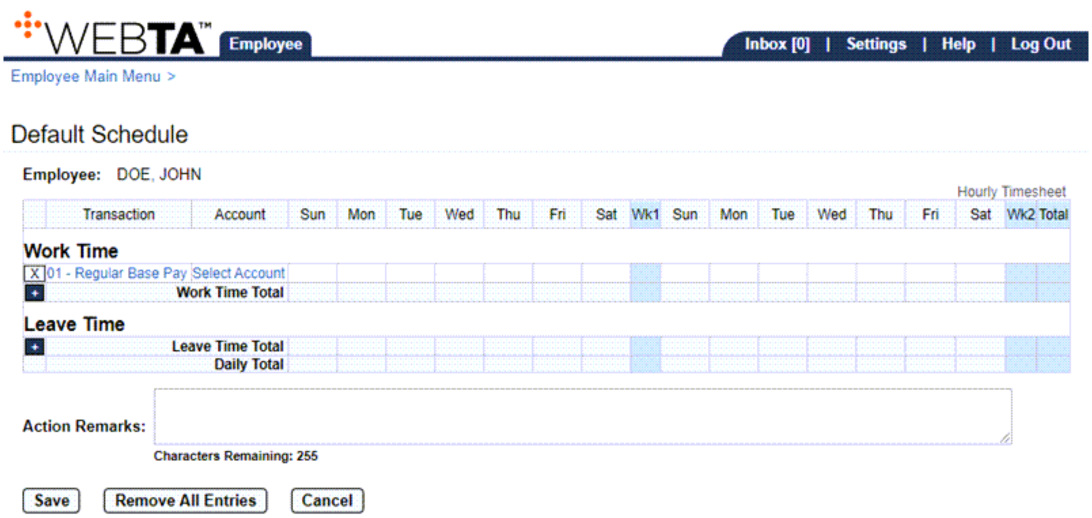


Figure 87: Default Schedule Page - TC Added

6. Select the ***Select Account*** link. The Accounting popup appears.

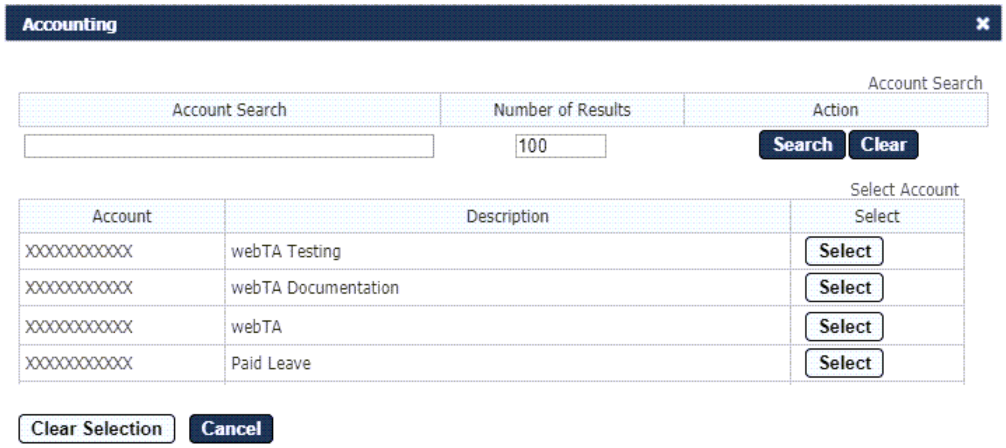


Figure 88: Accounting Popup

7. Select the **Select** button for the applicable accounting code. The accounting code is populated in the Account field.

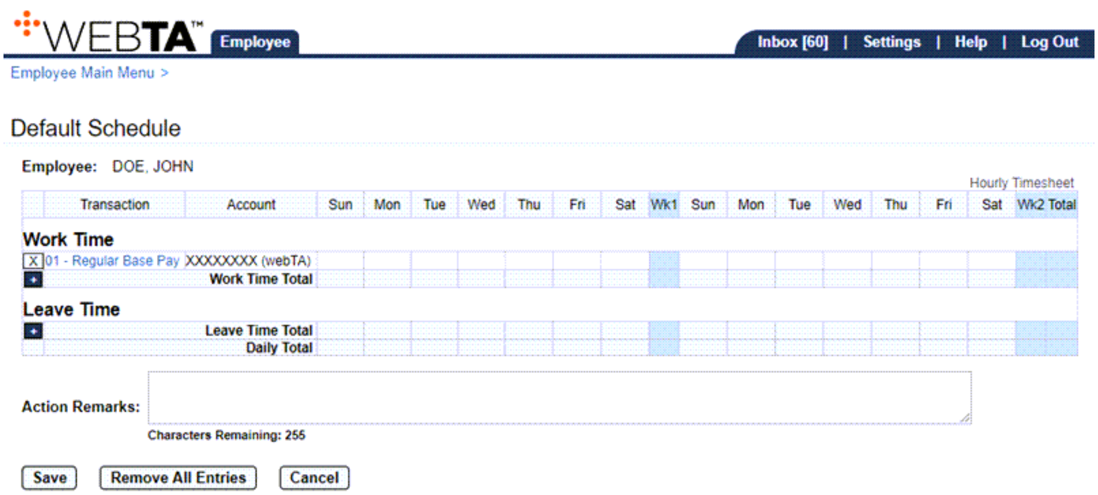


Figure 89: Default Schedule Page - Accounting Added

8. Enter your scheduled work hours in the applicable daily fields.

Note: Select the **+** sign to add a new row for additional TCs and/or to add an additional accounting code to the same TC.

---

9. Select the **Save** button. A confirmation message is displayed. If **`Pay From Schedule`** is specified on the Timesheet details page, the default schedule populates to new timesheets.

Note: If a timesheet has already been created for the pay period, you must delete the timesheet and reopen it in order for the timesheet to be populated with the default schedule.

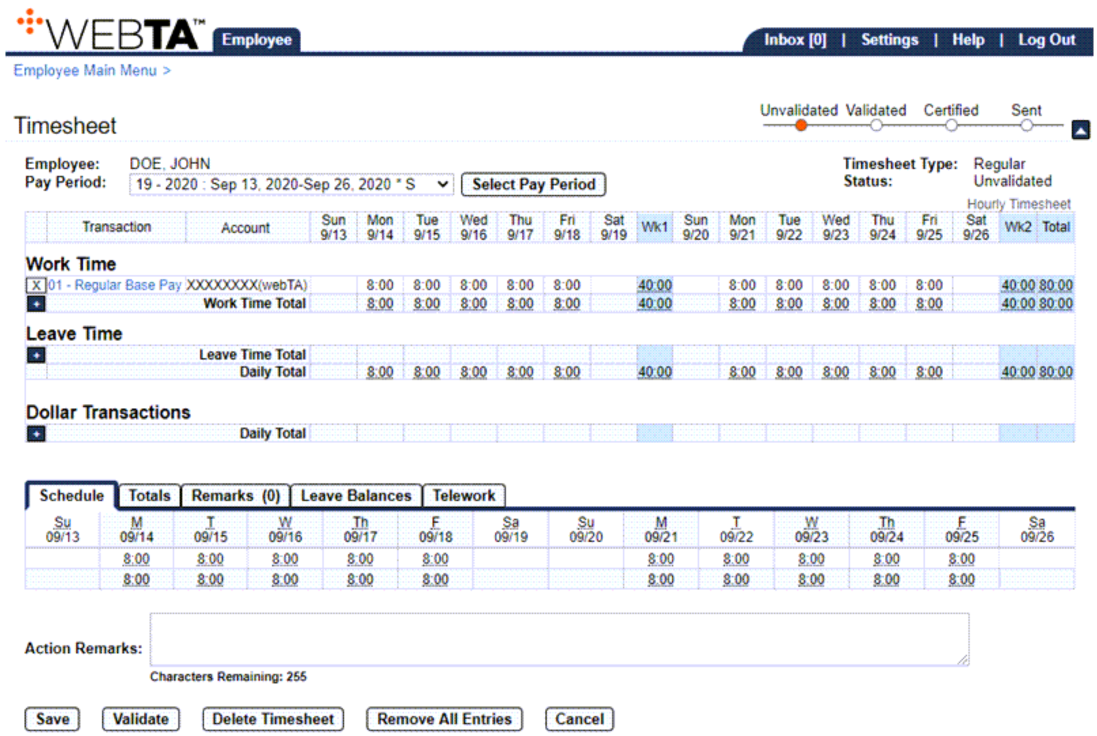


Figure 90: TImesheet Page - Default Schedule

At this point, the following options are available:

Step	Description
Select the **Validate** button	Validates the timesheet
Select the **Delete Timesheet** button	Deletes the timesheet
Select the **Remove All Entries** button	Removes all timesheet entries
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Leave Donations

The Leave Transfer Program menu contains the Leave Donations option which allows employees to donate leave to an approved leave recipient in the Voluntary Leave Transfer Program (VLTP) and/or donate leave to the Voluntary Leave Bank Program (VLBP), whichever is applicable to the Agency. Employees are also able to donate leave to the Emergency Leave Transfer Program (ELTP).

Note: For information on becoming a VLTP recipient, employees should contact their Agency's Leave Transfer Program (LTP) Manager.

This section includes the following topics:

Donating Leave

The **Leave Donations** link is used to submit a leave donation.

To Donate Leave:

1. Select the ***Leave Donations*** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

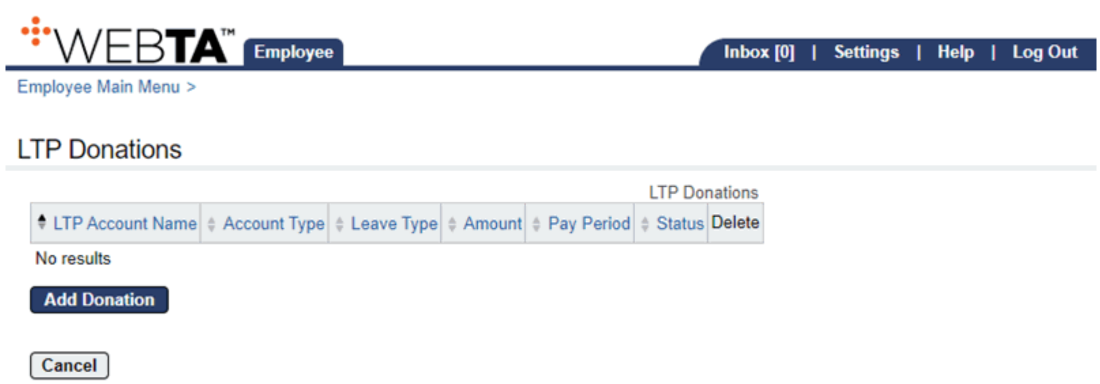


Figure 91: LTP Donations Page

2. Select the **Add Donation** button. The Add LTP Donation page is displayed.

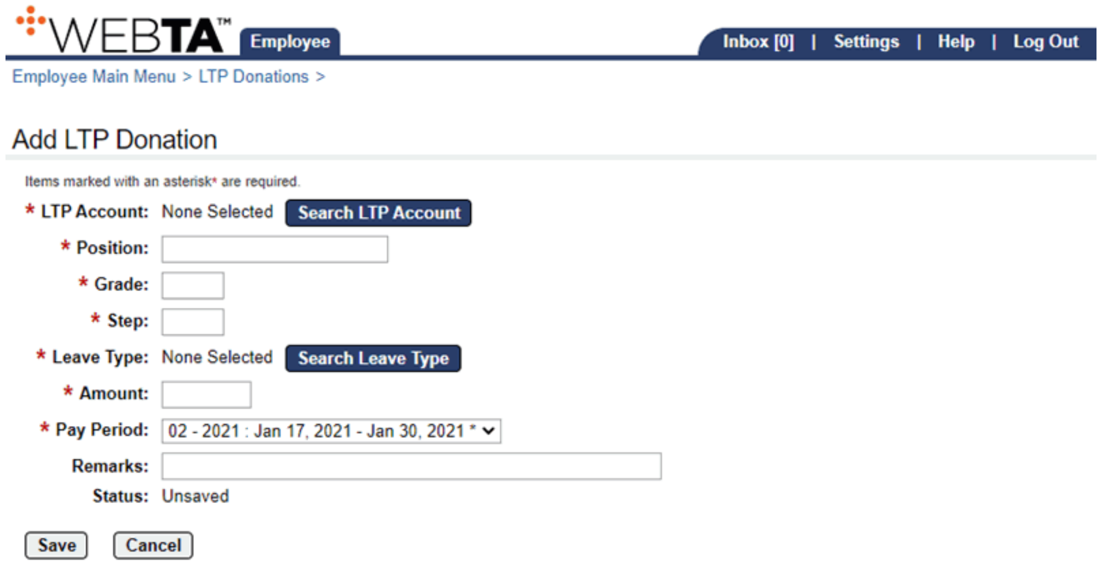


Figure 92: Add LTP Donation Page

3. Select the **Search LTP Account** button. The LTP Account Selection page is displayed.

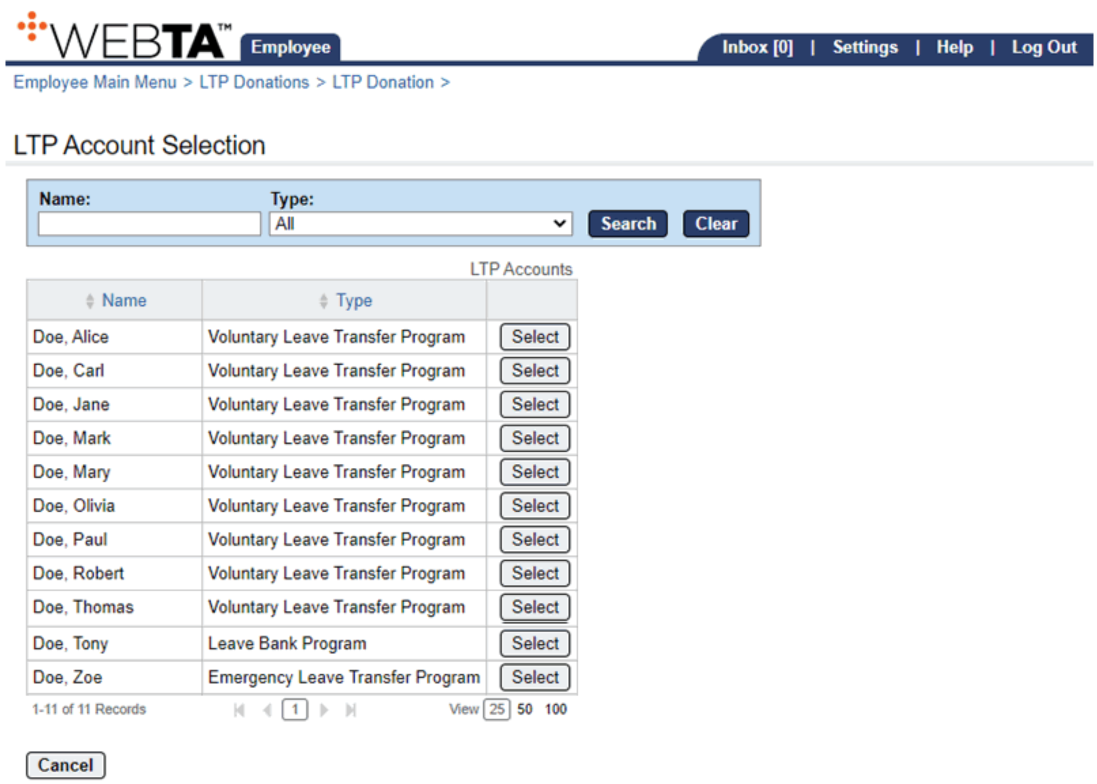
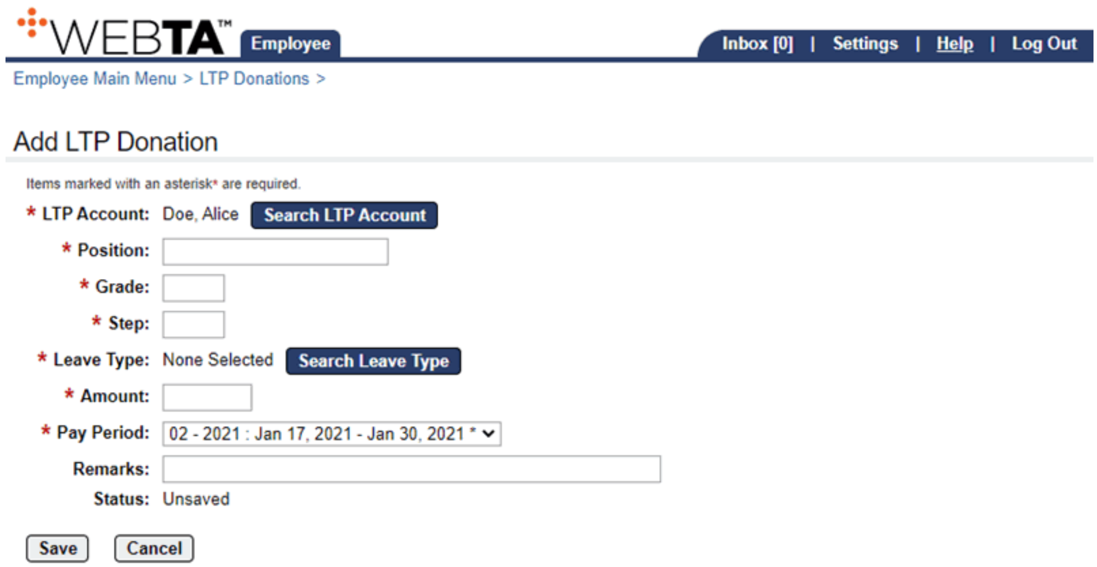


Figure 93: LTP Account Selection Page

4. Select the **Select** button of the LTP Account to which you are making your donation. The Add LTP Donation page is displayed with the selection displayed.



OR

Complete the search filters and select the **Search** button if the account is not listed.

5. Complete the following fields:

Position (see "***Position FIeld Instruction (Required)***" on page 136)

Grade (see "***Grade Field Instruction (Required) - Leave Donation***" on page 133)

Step (see "***Step Field Instruction (Required) - Leave Donation***" on page 140)

Leave Type (see "***Leave Type Field Instruction - LTP Donation (Required)***" on page 134)

Amount (see "***Amount Field Instruction (Required)***" on page 129)

Pay Period (see "***Pay Period Field Instruction - LTP Donation (Required)***" on page 135)

Remarks (see "***Remarks Field Instruction***" on page 137)

6. Select the **Save** button to save the donation. The message *Donation has been saved and submitted for approval* is displayed.

At this point, the following options are available:

Step	Description

Step	Description
Select the **Cancel** button	Returns you to the LTP Donations page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Editing a Leave Donation

Leave Donations that have been submitted but not yet approved may be edited.

To Edit a Leave Donation:

1. Select the ***Leave Donations*** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

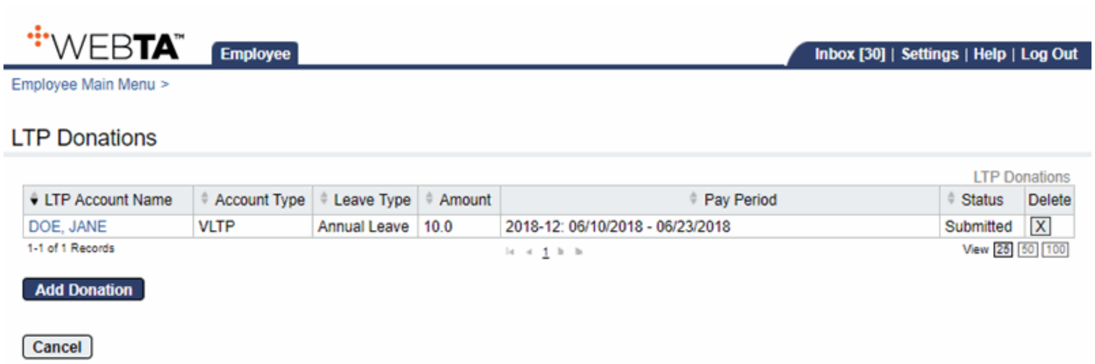


Figure 94: LTP Donations Page - Editing

2. Select the applicable donation to be edited. The Edit LTP Donation page is displayed.

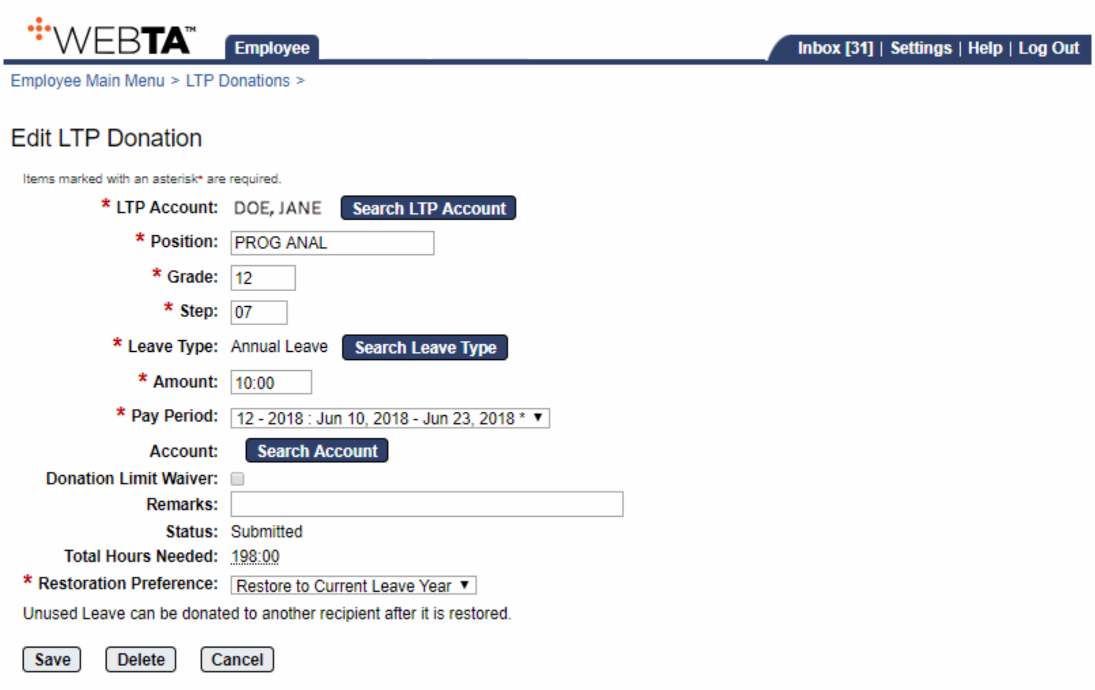


Figure 95: Edit LTP Donation Page

3. Make the applicable changes.

4. Select the **Save** button. The message *Donation has been saved and submitted for approval* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the LTP Donations page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Deleting a Leave Donation Request

Leave Donations that have been submitted but not yet approved may be deleted.

To Delete a Leave Donation Request:

1. Select the ***Leave Donations*** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

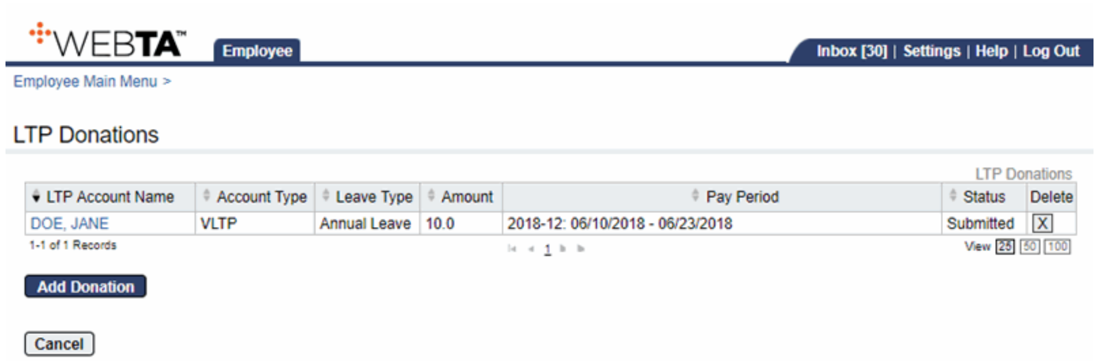


Figure 96: LTP Donations Page - Deleting

2. Select the **Delete** button to delete the request.

3. Select the **OK** button on the popup *Are you sure you want to delete the leave donation?*. The message *Donation deleted* is displayed on the LTP Donations page.

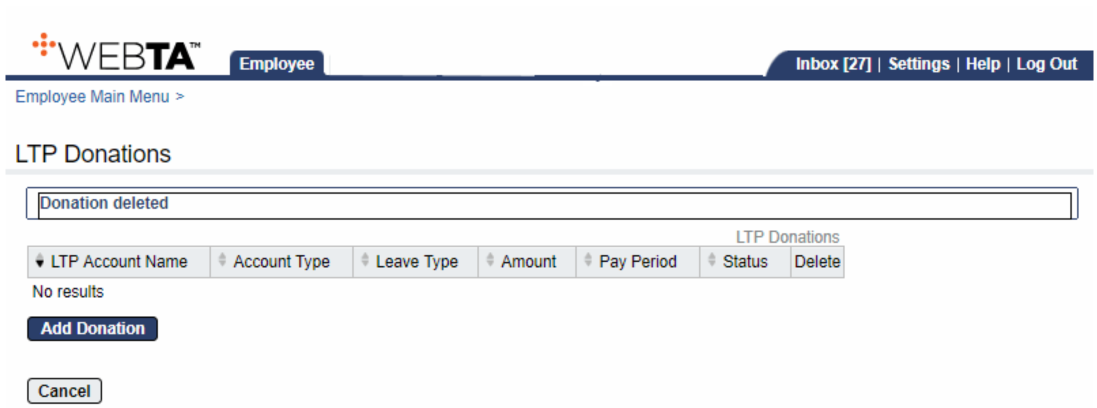


Figure 97: LTP Donations Page - Deleted

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Continuation of Pay (COP)

Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is used to request COP for days that you are unable to work due to an on-the-job injury. This form must be completed and submitted to the human resources (HR) office. Once this form is submitted, the COP Administrator must add an event for the employee. Requests are displayed on the COP Events page after the COP Administrator adds the event.

Note: You must select the applicable TC 67, OWCP Injury Leave, to add the COP to your timesheet.

To View a COP Request:

1. Select the ***COP Events*** link from the Continuation of Pay (COP) section on the Employee Main Menu page. The COP Events page is displayed.

Figure 98: COP Events Page

2. Select the applicable event to view the request. The COP Event Details page is displayed. This is a read-only page.

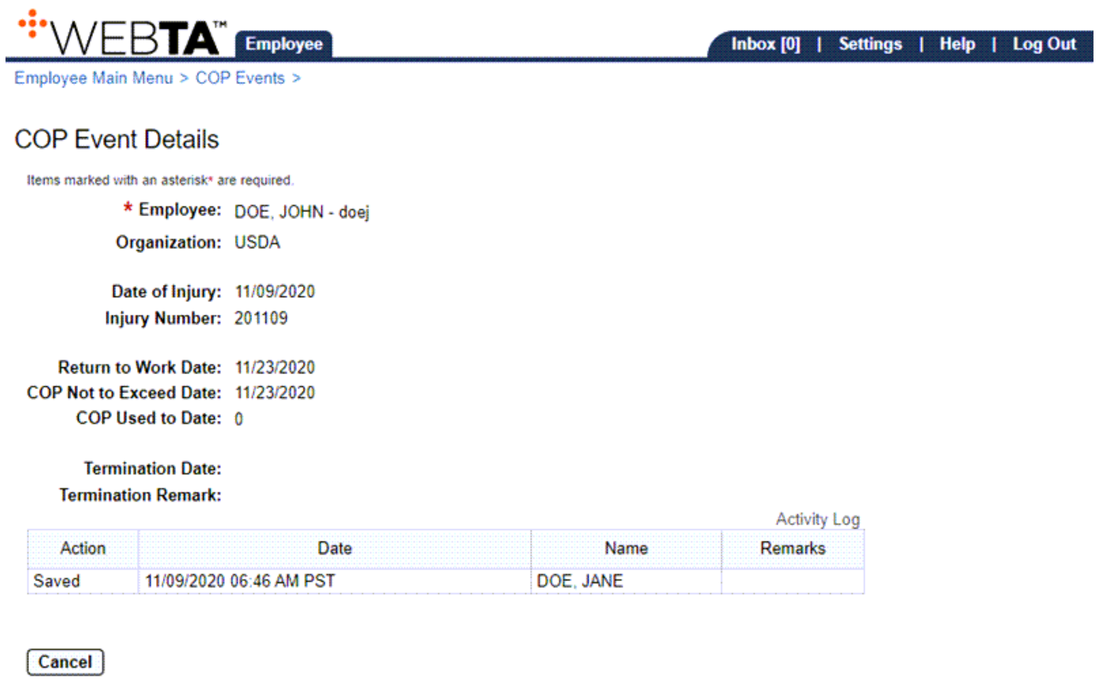


Figure 99: COP Event Details Page

3. View the request.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Emergency Contacts

Employees may add multiple emergency contacts in webTA. The Emergency Contact Details page is used to add these contacts. Once contacts are added, the call order may be modified. Emergency contacts may also be edited or deleted.

This section includes the following topics:

Adding a New Emergency Contact

The Emergency Contact Details page is used to add emergency contacts in webTA.

To Add an Emergency Contact:

1. Select the ***My Contacts*** link from the Emergency Contacts section on the Employee Main Menu page. The Emergency Contacts page is displayed.

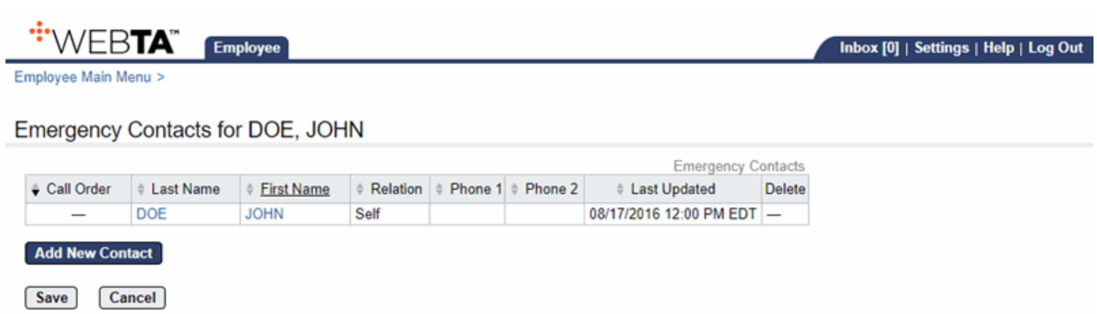


Figure 100: Emergency Contacts Page

2. Select the **Add New Contact** button. The Emergency Contact Details page is displayed.

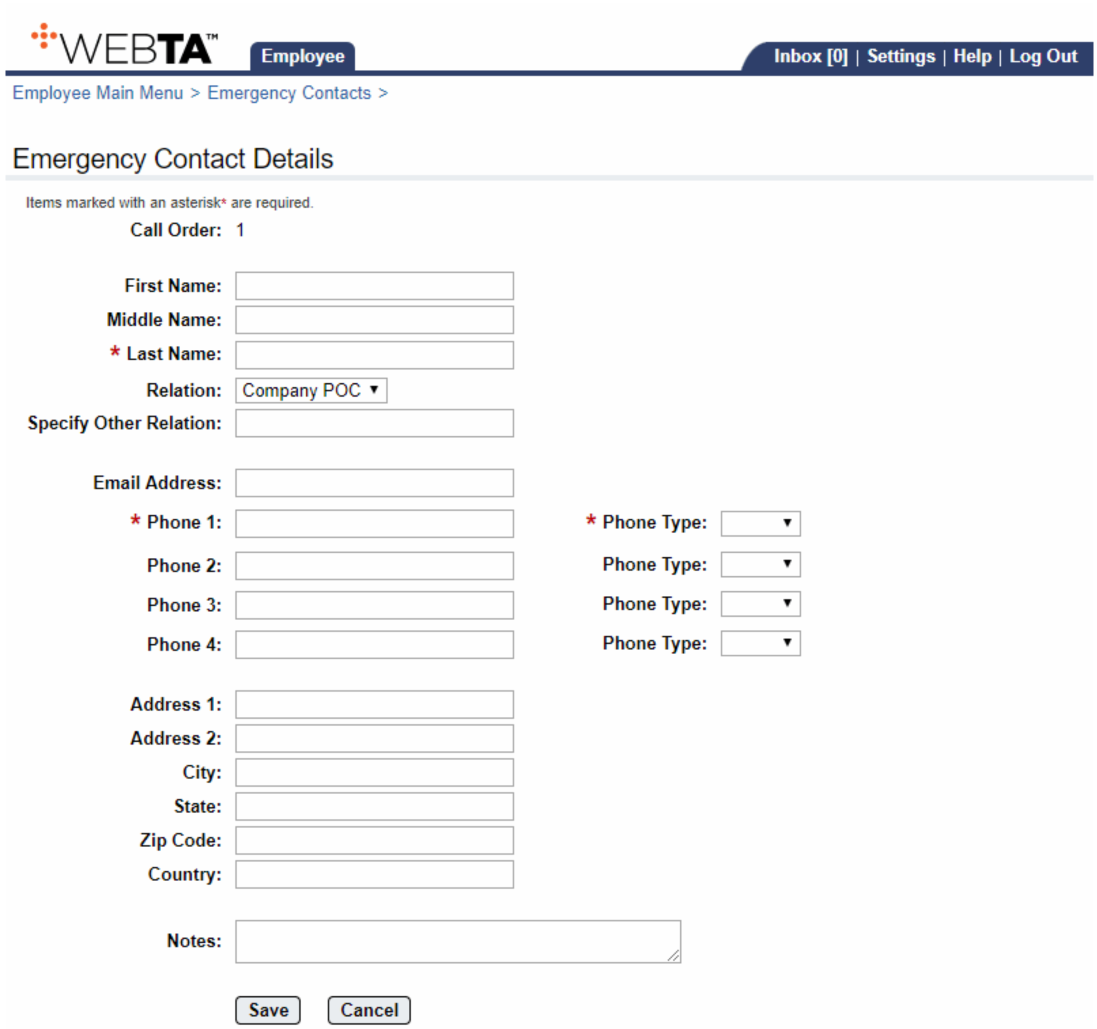


Figure 101: Emergency Contact Details Page

3. Complete the fields as follows:

First Name (see "***First Name Field Instruction***" on page 133)

Middle Name (see "***Middle Name Field Instruction***" on page 134)

Last Name (see "***Last Name Field Instruction (Required)***" on page 133)

Relation (see "***Relation Field Instruction***" on page 137)

Specify Other Relation (see "***Specify Other Relation Field Instruction***" on page 138)

Email Address (see "***Email Address Field Instruction***" on page 131)

Phone 1 (see "***Phone 1 Field Instruction (Required)***" on page 136)

Phone Type (see "***Phone Type Field Instruction (Required)***" on page 136)

Phone 2 (see "***Phone 2 Field Instruction***" on page 136)

Phone Type (see "***Phone Type Field Instruction***" on page 136)

Phone 3 (see "***Phone 3 Field Instruction***" on page 136)

Phone Type (see "***Phone Type Field Instruction***" on page 136)

Phone 4 (see "***Phone 4 Field Instruction***" on page 136)

Phone Type (see "***Phone Type Field Instruction***" on page 136)

Address 1 (see "***Address 1 Field Instruction***" on page 128)

Address 2 (see "***Address 2 Field Instruction***" on page 128)

City (see "***City Field Instruction***" on page 130)

State (see "***State Field Instruction***" on page 140)

Zip Code (see "***Zip Code Field Instruction***" on page 144)

Country (see "***Country Field Instruction***" on page 130)

Notes (see "***Notes Field Instruction***" on page 135)

4. Select the **Save** button. The message *Contact saved* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Emergency Contacts page displaying the new contact
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Editing an Emergency Contact

Employees may edit contact information at any time in webTA.

To Edit an Emergency Contact:

1. Select the ***My Contacts*** link from the Emergency Contacts section on the Employee Main Menu page. The Emergency Contacts page is displayed.

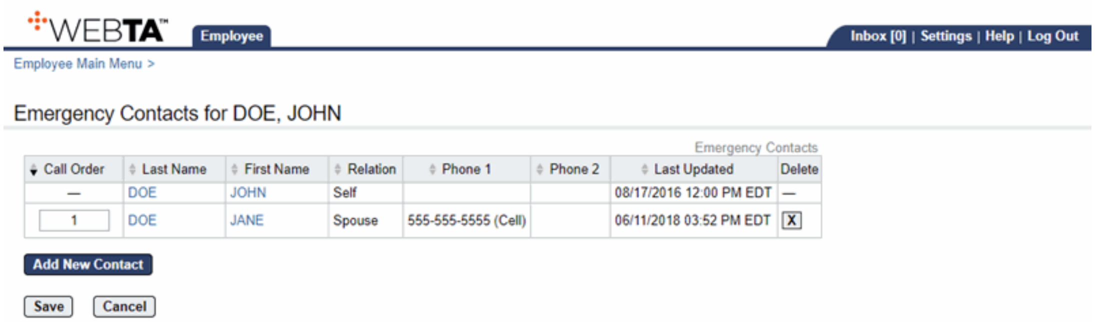


Figure 102: Emergency Contacts Page - Editing Contact

2. Select the applicable contact. The Emergency Contact Details page for that contact is displayed.

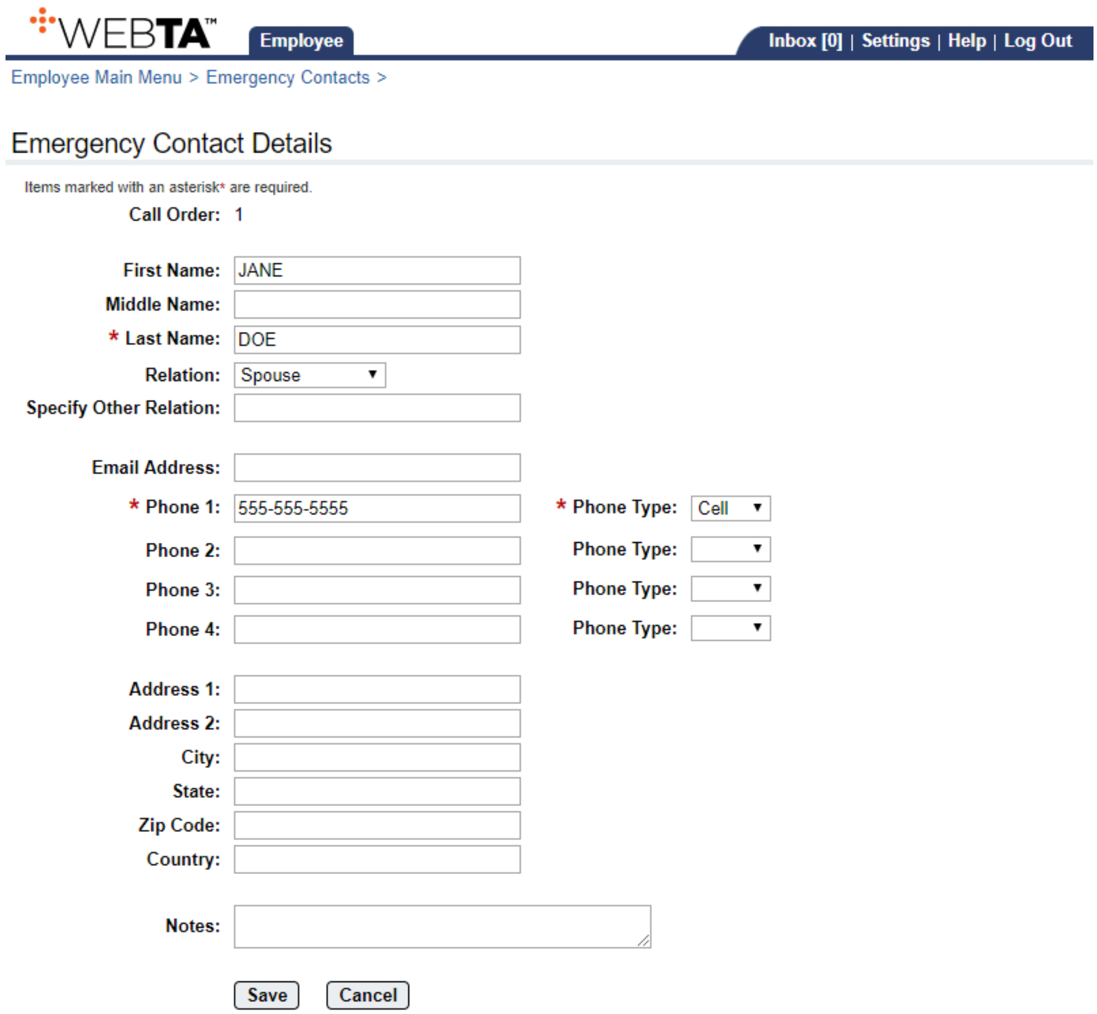


Figure 103: Emergency Contact Details Page - Editing Contact

3. Make the applicable changes.

4. Select the **Save** button. The message *Contact saved* is displayed.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Emergency Contacts page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Moving a Contact on Your Emergency Contact List

If you have more than one contact on your emergency contact list, you may move the order in which the contacts are called.

To Move a Contact on Your Emergency Contact List:

1. Select the ***My Contacts*** link from the Emergency Contact section on the Employee Main Menu page. The Emergency Contacts page is displayed.

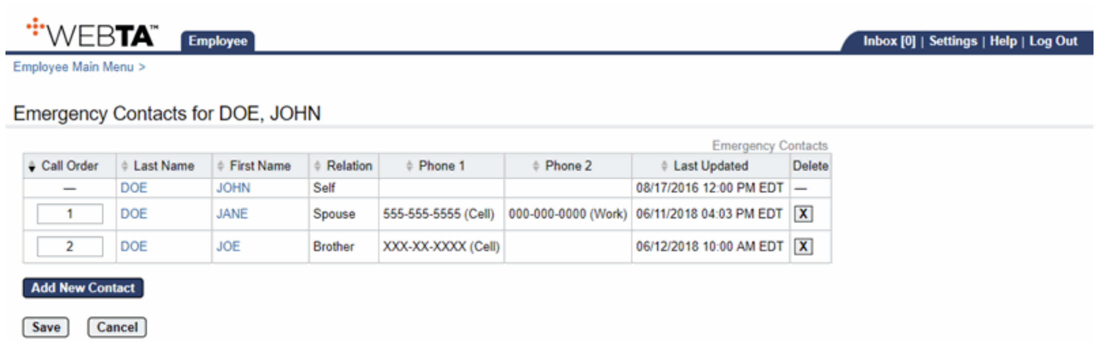


Figure 104: Emergency Contacts Page - Moving Contacts

2. Change the applicable number(s) in the Call Order box.

3. Select the **Save** button. Your emergency contacts are displayed in the new order.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Deleting an Emergency Contact

Employees are allowed to delete emergency contacts.

To Delete an Emergency Contact:

1. Select the ***My Contacts*** link from the Emergency Contact section on the Employee Main Menu page. The Emergency Contacts page is displayed.

Figure 105: Emergency Contacts Page - Deleting a Contact

2. Select the **X** from the Delete column of the applicable contact to remove. The contact is removed from the page.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the previous page
Select the ***Employee*** tab	Returns you to the Employee Main Menu page
Select ***Log Out***	Logs you out of webTA

Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

This section includes the following topics:

Account Field Instruction

Account

Select the **Search Account** button and choose the applicable accounting code from the list.

Account Field Instruction (Required)

Account
Required field
Select the **Select** button and choose the applicable accounting code from the list.

Active Field Description

Active
Checked if the employee is an active employee.

Active Field Instruction

Active
Select this check box if the employee is an active employee. This box is checked by default.

Address 1 Field Instruction

Address 1
Enter the first line of the address of the contact being added.

Address 1 Field Instruction (Required)

Address 1
Required field
Enter the first line of the address.

Address 2 Field Instruction

Address 2
Enter the second line, if applicable, of the address for the contact being added.

Address 2 Field Instruction - Telework

Address 2
Enter the second line of the address, if applicable.

Agreement Expires Field Instruction

Agreement Expires

Enter the date that the telework agreements expires, if applicable.

OR

Select the date from the calendar icon.

Agreement Start (Required)

Agreement Start
Required field
Enter the telework start date.

OR

Select the telework start date from the calendar icon.

All Day Field Instruction

All Day
Check this box if the request is for the whole day.

Amount Field Instruction (Required)

Amount
Required field
Enter the applicable dollar amount. For a whole dollar amount (e.g., $10.00) enter the whole number (`10`). For dollars and cents (e.g., $10.50), use a decimal (`10.50`). The amount entered is per day for the dates added.

Amount Field Instruction - LTP Donation (Required)

Amount
Required field
Enter the amount of leave that you wish to donate.

Note: If you attempt to donate more hours than you have available for any given leave type, an error message will display.

Body Field Instruction (Required)

Body

Required field
Enter the body of the message.

Calendar Field Description

Calendar
Displays the applicable holiday calendar.

Calendar Type Field Description

Calendar Type
Displays the calendar type.

City Field Instruction

City
Enter the city of the address being added.

City Field Instruction (Required)

City
Required field
Enter the city of the address.

Country Field Instruction

Country
Enter the country of the address being added.

Daily Hours Field Instruction

Daily Hours
Enter the number of hours requested.

Note: The Total Hours field will automatically populate after the request is submitted.

Description Field Instruction - Schedule

Description

Enter a description for the schedule.

E Auth Internal ID Field Description

E Auth Internal ID
Displays the employee's eAuthentication Internal ID.

E-Mail Address Field Description

E-Mail Address
Displays the employee's email address.

Email Address Field Instruction

Email Address
Enter the email address of the contact being added.

Employee ID Field Description

Employee ID
Displays the employee's EmplID from EmpowHR.

End Date Field Instruction (Required)

End Date
Required field
Enter the ending date of the request. The date is in Month Day Year format.

OR

Select the ending date of the request from the calendar icon.

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

End Date Field Instruction - Requests (Required)

End Date
Required field
Enter the ending date in Month Day Year format.

OR

Select the ending date from the calendar icon.

End Date Field Instruction - Schedule Assignment

End Date
Enter the ending date in Month Day Year format.

OR

Select the end date from the calendar icon.

Note: The end date must coincide with the end date of a pay period. The End Date defaults to **`Forever`** once shifts are added. As a result of this, it is advised to always enter an end date. This will allow for future changes to a permanent schedule.

Essential Field Description

Essential
Displays a check mark if the employee is classified as an essential employee.

Family and Medical Leave Act Field Instruction

Family and Medical Leave Act
Select the checkbox to invoke your entitlement to Family and Medical Leave and select the applicable reason. The field defaults to **`None`**. If you are not requesting Family and Medical leave, leave **`None`** as the selection. Valid values are:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Note: This field must be completed when requesting Family and Medical leave. If you make a selection in this field when you are not requesting Family and Medical leave, an error message appears. Also, if you do not make a selection in this field when requesting Family and Medical leave, an error message appears.

First Name Field Description

First Name
Displays the employee's first name.

First Name Field Instruction

First Name
Enter the first name of the contact being added.

From Date Field Instruction

From Date
Enter the starting date of your search. The date is in Month Day Year format.

OR

Select the starting date of your search from the calendar icon.

From PP Field Instruction

From PP
Select the beginning pay period for the report from the drop-down list.

Grade Field Instruction (Required) - Leave Donation

Grade
Required field
Enter your grade.

Last Name Field Description

Last Name
Displays the employee's last name.

Last Name Field Instruction (Required)

Last Name
Required field
Enter the employee's last name.

Leave Type Field Instruction - LTP Donation (Required)

Leave Type
Required field
This field defaults to **`Annual Leave`**. Select the **Search Leave Type** button change the leave type being donated from **`Annual Leave`** to **`Restored Annual Leave`**.

Leave Type Field Instruction - Search

Leave Type
Select the leave type for the search.

Meal Time Field Instruction

Meal Time
Enter the meal time, if applicable.

Medical Accommodation Field Instruction

Medical Accommodation
Select this checkbox if telework is due to a medical issue or disability, or reasonable accommodation.

Middle Name Field Description

Middle Name
Displays the employee's middle name, if applicable.

Middle Name Field Instruction

Middle Name
Enter the middle name of the contact being added.

No Time Tracking Field Instruction

No Time Tracking
Select this check box if the employee does not use webTA to record time and attendance.

Notes Field Instruction

Notes
Enter any notes related to the contact being added.

Number of Miles Saved Per Day Field Instruction

Number of Miles Saved Per Day
Enter the number of miles saved per day that you telework.

Organization Field Description (Required)

Organization
Required field
Displays the employee's organizational information.

Override EmpowHR Supervisor Assignment Field Instruction

Override EmpowHR Supervisor Assignment
Select the check box if the employee's FMMI-assigned supervisor information from the EmpowHR feed may be overridden.

Password Field Instruction

Password
Enter your eAuthentication password.

Password Field Instruction - webTA

Password
Enter your webTA password.

Pay Period Field Instruction - LTP Donation (Required)

Pay Period
Required field
Select the applicable pay period for the donation from the drop-down list.

Phone 1 Field Instruction (Required)

Phone 1
Required field
Enter the primary phone number of the contact being added.

Phone 2 Field Instruction

Phone 2
Enter a second phone number, if applicable, for the contact being added.

Phone 3 Field Instruction

Phone 3
Enter a third phone number, if applicable, for the contact being added.

Phone 4 Field Instruction

Phone 4
Enter a fourth phone number, if applicable, for the contact being added.

Phone Type Field Instruction

Phone Type
Select the applicable type of phone for the coordinating telephone number.

Phone Type Field Instruction (Required)

Phone Type
Required field
Select the applicable type of phone for the primary contact from the drop-down list.

POI Field Description

POI
Displays the employee's personnel office identifier (POI).

Position FIeld Instruction (Required)

Position

Required field
Enter your position.

Primary Telework Location Field Instruction

Primary Telework Location
Select the primary telework location from the list. This field defaults to **`Home`**.

Reason Field Instruction (Required)

Reason
Required field
Select the telework reason from the drop-down list.

Reason Notes Field Instruction

Reason Notes
Enter any applicable reason notes.

Relation Field Instruction

Relation
Select the relationship to the contact from the drop-down list.

Remarks Field Instruction

Remarks
Enter any applicable remarks.

Report Header Field Instruction

Report Header
Enter a header for the report, if desired.

Note: This will be displayed in addition to the report name.

Retain Data Type Field Description

Retain Data Type

Displays the information to be added to the timesheet each pay period. Valid values are:

- All — All information is copied from the previous pay period.
- None — No information is copied from the previous pay period. A blank timesheet will be available each pay period.
- Pay From Schedule — Information is copied from the default schedule.
- TC — TCs are copied from the previous pay period.
- Accounts — Accounting is copied from the previous pay period.
- Hours — Times are copied from the previous pay period.

Sick Leave Purpose Field Instruction

Sick Leave Purpose
If you are requesting sick leave, you must indicate the reason. Select the applicable reason for requesting sick leave. The field defaults to **`None`**. If you are not requesting sick leave, leave **`None`** as the selection. Valid values are:

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Note: This field must be used when requesting sick leave. If you do not make a selection in this field when requesting sick leave, an error message will appear.

Specify Other Relation Field Instruction

Specify Other Relation
Enter any applicable relationship information if you selected **`Other`** in the Relation field.

SSN Field Description

SSN
Displays the employee's masked SSN.

Start Date Field Instruction (Required)

Start Date
Required field
Enter the starting date of the request. The date is in Month Day Year format.

OR

Select the starting date of the request from the calendar icon.

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

Start Date Field Instruction - Requests (Required)

Start Date
Required field
Enter the starting date in Month Day Year format.

OR

Select the starting date from the calendar icon.

Start Page Field Instruction

Start Page
Displays the employee's highest role information. If the employee has more than one webTA role, verify that the highest role available is selected from the drop-down list.

Start Pay Period for Timesheet Field Description

Start Pay Period for Timesheet
Displays the date and pay period number.

Start Time Field Instruction (Required)

Start Time
Required field
Enter the start time of the request.

State Field Instruction

State
Enter the State of the address being added.

State Field Instruction (Required)

State
Required field
Select the State from the drop-down list.

Status Field Instruction

Status
Select the applicable request status for your search. Valid values are **`All`**, **`Pending`**, **`Approved`**, and **`Denied`**.

Step Field Instruction (Required) - Leave Donation

Step
Required field
Enter your step.

Stop Time Field Instruction

Stop Time
Enter the stop time of the request.

Subject Field Instruction (Required)

Subject
Required field
Enter the subject of the message.

Note: Select the ***High Importance*** link to indicate that the message is of high importance.

Submitter Remarks Field Instruction

Submitter Remarks

Enter any applicable remarks.

Supervisor Field Description

Supervisor
Displays the name and user ID of the employee's supervisor.

Supervisor Field Instruction

Supervisor
Enter the name of the supervisor for the request for which you are searching.

Telework Code Field Instruction (Required)

Telework Code
Required field
Select the applicable telework code from the drop-down list.

Telework Fax Field Instruction

Telework Fax
Enter your telework fax number, if applicable.

Telework Phone Field Instructions (Required)

Telework Phone
Required field
Enter a phone number for your telework location.

Telework Type Field Instruction (Required)

Telework Type
Required field
Select the telework type from the drop-down list. Valid values are **Regular/Routine**, **Situational/Ad Hoc**, and **Both Regular and Situational**.

Timekeeper Field Description

Timekeeper
Displays the name and user ID of the employee's timekeeper.

Timekeeper Field Instruction

Timekeeper
Enter the name of the timekeeper for the request for which you are searching.

Timesheet Entry Type Field Description

Timesheet Entry Type
Displays how entries are made on the timesheet. Valid values are **`Hours`** and **`Time-in/Time-out`**.

Timezone Field Instruction

Timezone
Select the employee's time zone from the drop-down list.

To Date Field Instruction

To Date
Enter the ending date of your search. The date is in Month Day Year format.

OR

Select the ending date of your search from the calendar icon.

To PP Field Instruction

To PP
Select the ending pay period for the report from the drop-down list.

Transaction Code Field Instruction (Required)

Transaction Code
Required field
Select the applicable transaction code from the drop-down list.

Transaction Field Instruction - Leave Request (Required)

Transaction

Required field
Select the applicable leave type for the request from the drop-down list. The leave types are grouped by category and are displayed with the TC and a description.

Transaction Field Instruction - Premium Pay Request (Required)

Transaction
Required field
Select the applicable premium pay type for the request from the drop-down list. The premium pay types are grouped by category and are displayed with the TC and a description.

Transaction Field Instruction - Search

Transaction
Select the applicable TC for your request search.

User ID Field Description

User ID
Displays the employee's user ID.

User ID Field Instruction

User ID
Enter your eAuthentication user ID.

User ID Field Instruction - webTA

User ID
Enter your webTA user ID.

webTA Advanced Scheduling Field Description

webTA Advanced Scheduling
Checked if the employee is able to create work schedules in advance.

webTA Continuation of Pay Field Description

webTA Continuation of Pay
Checked if the employee is able to request continuation of pay.

webTA Emergency Contacts Management Field Description

webTA Emergency Contacts Management
Checked if the employee is able to enter emergency contact information.

webTA Field Description

webTA
Checked if the employee has access to webTA.

webTA NFC Bi-Directional Interface Field Description

webTA NFC Bi-Directional Interface
Checked if the employee's information was loaded into webTA via NFC's bi-directional interface.

webTA Telework Field Description

webTA Telework
Checked if telework is available to the employee.

Weeks Field Instruction (Required)

Weeks
Required field
Select the number of weeks from the drop-down list.

Zip Code Field Instruction

Zip Code
Enter the ZIP code of the address being added.

Zip Field Instruction (Required)

Zip
Required field
Enter the ZIP code of the telework address.

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